NOTICE

PREPARATORY TO AWARDING ANY FUTURE DEVELOPMENT OF MAINTENANCE CONTRACTS FOR THIS SYSTEM, USER AGENCIES AND SUPPORTING PROCUREMENT ACTIVITIES MUST ASSURE SELECTED CONTRACTOR FIRMS AGREE TO AND DECLARE, IN WRITING, CONTRACT PERFORMANCE WILL BE LIMITED TO U.S. CITIZEN PERSONNEL ONLY. THIS IS A MANDATORY REQUIREMENT DUE TO THE MILITARY CRITICAL TECHNOLOGIES AND TECHNICAL INFORMATION WITH UNIQUE MILITARY UTILITY ASSOCIATED WITH AFFECTED SOFTWARE AND SUPPORTING DOCUMENTS.

DESTRUCTION NOTICE

DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF DOCUMENT.

SUMMARY of CHANGE

AISM 25-P01-A11-AIX-SCOM
Education Management Information System (EDMIS)
Software Center Operator Manual (SCOM)
10 December 1999

This updated manual--

?	Replaces all previous versions of Software Center Operator Manual (SCOM) prepared in accordance with (IAW) Department of Defense (DOD) documentation standards MIL-STD-498, which was canceled on 27 May 1998.

?	Adheres to the documentation standards contained in the Institute of Electrical and Electronics Engineers (IEEE)/Electronics Industries Association (EIA) standard, IEEE/EIA 12207, "Information Technology-Software Life Cycle Process".

?	Provides information needed to use the system effectively.

?	Contains a hierarchy diagram in Section 3 that is a quick-reference to the location of each available menu and screen.

?	Provides a blank copy of DA Form 2028 (Recommended Changes to Publications and Blank Forms). This form is at the end of the manual and users may reproduce and use it to write corrections, additions, or comments about the manual. Or users may use it as cover sheet to a marked up copy of the EDMIS SCOM.

?	Be advised that changes would be subject to approval by the appropriate Subject Area Functional Proponent (SAFP).

NOTE

Some of the menus or screens shown in the manual may not yet be available in the software. These menus or screens are shown with an asterisk next to their menu numbers in Figure 3.4-1, EDMIS Hierarchy Diagram.

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1 SCOPE

1.1 IDENTIFICATION.

The following is a full identification of the Education Management Information System (EDMIS):

a. Automated Information System (AIS) Identifier, which establishes the base functional components of a system: P01.

b. System Identification Code (SIC) identifies the software tool methodology that the application is developed: A11.

c. Title and Abbreviation: Education Management Information System (EDMIS)

d. Previously fielded Release/Version Number: 10.09/10.00.

e. Software Change Package (SCP) Release/Version number being developed/ fielded: P01-A11-10-03.

1.2 SYSTEM OVERVIEW.

The Installation Support Module (ISM) Project was established to create new software applications (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively managing daily operations.

EDMIS is part of the ISM Project, which is an army-wide Major Automated Information System (MAIS) initiative. The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications, which automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Database (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.

ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:

? Application-specific support to meet the information needs of installation functional activities and tenant units;

? Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and

? Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

The purpose of the EDMIS ISM is to automate management of the soldier's educational process. It allows education services officers (ESO), learning center personnel, and other authorized persons to enter, modify, query, and report on information kept in each soldier's basic educational record [Department of Army (DA) Form 669]. It also provides for electronic transfer and retrieval of records across installations and agencies.

Benefits, expected from using EDMIS include:

? more accurate tracking of soldiers' academic progress,

? better resource utilization, and

?   improved financial management and reporting at the installation and major command (MACOM) levels.

Primary EDMIS functions include:

?   managing soldiers' education records, including on-duty and off-duty courses, program administration, and financial aid,

?   providing routine roll-ups of participation/cost data for use within the installation and for transfer to higher echelons,

?   routine test scoring and data manipulation,

?   printing required forms and documents, and

?   providing supplementary services.

1.2.1 Management Reporting

EDMIS administration is divided into two primary areas: functional administration and system administration. The Functional Administrators (FA) will be at the installation.

The FA performs administrative functions, such as data management, user access control and control of electronic interfaces with other systems and is responsible for administration and security of EDMIS in an assigned area. This includes administration of password accounts according to the level of security and type of data required for access, and assistance in resolving any problem users may have gaining access to the system. The FA also executes the ISM Train and Trainer program at each installation.

The SA is responsible for managing the Installation Transition Processing (ITP) system. This includes UNIX and Oracle7 administration tasks such as performing backups and data recovery, creating system accounts, and updating printcap files and user accounts on the host computer.

EDMIS is an automated computer system, which manages a soldier's education record including on-duty and off-duty courses, program administration and financial aid.

EDMIS provides educational staff members with a standard set of reports that can be used for managing education activities or reporting to installation or external organizations. However, staff members can perform standard and special purpose (ad-hoc) queries to obtain data not available through existing functions.

The Functional Administrator (FA) performs administrative functions, such as data management, user access control and control of electronic interfaces with other systems.

1.2.2 Organizational and Personnel References.

The following organizations and personnel maintain a responsibility or interest in this ISM application.

a.   <u>ISM Functional Proponent</u>. The ISM Functional Proponent (FP) is the Office of the Director of Information Systems for Command, Control, Communications, and Computers (ODISC4).

b.   <u>Application Sponsor</u>. The application sponsor is the Director of Management (DM) Office Chief of Staff, Army (OCSA).

a.   <u>ISM/MISM FP</u>. The ISM/MISM FP is the Assistant Chief of Staff for Installation Management (ACSIM).

b.   <u>Assigned Responsible Agency (ARA)</u>. The ARA for technical development, testing, fielding and maintenance of this ISM application is the Information Systems Engineering Command (ISEC).

c. <u>Point of Contact</u>.
Organization:	U.S.Army Information Systems Software Center – (USAISSC) Executive Software Systems Directorate Attn: AMSEL-RD-SE-IS-ESC, Stop H-6. Fort Belvoir, VA 22060-5576.
Point of Contact:	Joanne Pinheiro
Commercial Phone:	(703) 806-4244
DSN:	365-4244

1.3 DOCUMENT OVERVIEW.

The purpose of this SCOM for EDMIS is to provide computer operation and administration personnel with an operational and administrative overview of the EDMIS module, procedures for performing system administration tasks and supporting technical information.

1.3.1 Security.

EDMIS does not store or process classified data. EDMIS data is designated as unclassified-sensitive two (US2), as defined in Army Regulations (AR) 380-19, "Information Systems Security (ISS)", 01 May 1996. This data is *"For Official Use Only (FOUO)"*, and prohibits unauthorized disclosure.

    a. <u>Authorization</u>. Either an explicit official authorization or an implicit authorization derived from official assignments or responsibilities must authorize access to EDMIS.

    b. <u>Disclosure</u>. You must not disclose any personal information contained in EDMIS except as authorized by AR 380-19.

1.3.2 Security Guidelines for Using EDMIS.

The following guidelines will help users to operate the system in accordance with applicable security provisions.

1.3.2.1 Modifying or Viewing Data.

Only users who have explicit authorization are allowed to enter, modify, delete, or view EDMIS data. The System Administrator (SA) administrates the system access using a combination of log-in name, password, and access permissions. Only, persons to whom log-in names and passwords were specifically assigned by the SA shall use them.

    a. <u>Screens</u>. Adjust Video Display Terminal (VDT) screens so that unauthorized person can not view informational displays.

    b. <u>Accuracy</u>. Enter or modify data carefully and completely, to avoid storing or transmitting erroneous or incomplete data.

1.3.2.2 Protecting Information Sources.

Safeguard all information input to or generated by the system against unauthorized use, copying, or destruction.

    a. <u>Documents</u>. Prevent unauthorized persons from viewing or accessing any documents, such as forms or manual files, by covering them or storing them in secure containers.

    b. <u>Electronic Media</u>. Label all electronic media, such as tapes or diskettes, and keep them in proper storage containers.

1.3.3 Documentation Conventions.

1.3.3.1 Notational Conventions.

Table 1.3-1 shows the symbols of notational conventions used throughout this manual.

Table 1.3.1. Notational Conventions	
SYMBOL	**MEANING**
<Enter>	Enter or Return key. Control, alternate, or similar keys on the keyboard are shown this way. Examples: <Alt> <PgDn>
<Ctrl>/<D> <Alt>/<X>	Denotes a combination of a control key and alphanumeric key. Hold the control key and press the specified alphanumeric.
<F1> FUNCTION	Denotes a function key and its screen-labeled function
"message"	Denotes a message displayed on-screen
{prompt}	Denotes a prompt that requires a response
text	Type the text exactly as shown
"text"	Names of files, directories, and other items may be shown in quotes to indicate their exact names

1.3.4 Procedural Conventions.

Every item on every menu has a corresponding number. To select a menu item, press its number followed by <Enter>. Figure 3.4.1 shows the hierarchy of all EDMIS menu items. Use this hierarchy of menu item numbers to specify the *menu path.*

The menu path for "Add/Change EDMIS User" is as follows:

```
Master Menu
? ? ? ? 7. EDMIS Initialization/Administration Menu
?        ? ? ? ? 1. Security Administration Menu
?        ?        ? ? ? ? 1. Add/Change EDMIS User
```

Use Procedure 7.1.1 "(Add/Change EDMIS User)" means to select each menu in order, starting from the "Master Menu". Using this system of notation, you can quickly get to the screen needed without having to refer to the Hierarchy Diagram. Simply enter each number (followed by <Enter>) in the order listed.

2   REFERENCED DOCUMENTS

2.1   PROJECT REFERENCES.

The following documents are helpful in understanding and performing the tasks described in this SCOM.

a. U.S. Army Management Directorate Automated Information System (AIS) Manual 25-P01-A11-OSE-FD, "EDMIS Functional Description (FD)", 10 December 1993, UNCLAS.

b. U.S. Army, AISM 25-P01-A11-AIX-DBDD, "EDMIS Database Design Description (DBDD) Manual," UNCLAS.

c. U.S. Army, AISM 25-P01-A11-AIX-SUM, "EDMIS Software User Manual (SUM)," UNCLAS.

d. U.S. Army, AISM 25-P01-A11-AIX-SIP, "EDMIS Software Installation Plan (SIP)", UNCLAS.

e. Hardware Documentation.

   (1) IBM POWERstation and POWERserver - Diagnostic Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2765-01.

   (2) IBM Adapters, Devices, and cable Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2764-01.

   (3) IBM 7012 Models 300 Series - Installation and Service Guide - Part No. SA23-2624-07.

   (4) IBM 7012 Models 300 Series - Operator Guide - Part No. SA23-2623-05.

f. Software Documentation.

   (1) MS-DOS User's Guide and Reference, Version 5.0/6.22.

   (2) AIX Version 4.2 Quick Installation and Startup Guide.

   (3) AIX Version 4.2 Installation Guide - Part No.SC23-2341.

   (4) AIX Version 4 Getting Started - Part No.GC23-2521.

   (5) AIX Version 4.2 System User's Guide: Operating System and Devices.

   (6) AIX Version 4.2 System Management Guide: Operating System and Devices.

   (7) AIX Version 4.2 Network Installation Management Guide and Reference.

   (8) AIX Version 4.2, Information For Operation Retrieval/License System (iFOR/LS) System Management Guide.

   (9) Oracle7^{TM} for AIX-Based Systems Installation & Configuration Guide, Part No.A32105-1.

   (10) Oracle7^{TM} SQL* Plus User's Guide and Reference, Version 3.1

   (11) Oracle7^{TM} Server SQL Language Reference Manual, Part Number 778-70-1292.

   (12) A Technical Introduction to the Oracle Server in the "Oracle7 Server Concepts Manual".

g. Standards or Reference Documentation.

   (1) U.S. Army, AR 351-1, "Individual Military Education and Training", UNCLAS.

    (2)   U.S. Army, AR 380-19, "Information Systems Security (ISS)" 01 August 1990, UNCLAS.

    (3)   U.S. Army, AR 621-5, "Army Continuing Education System (ACES)", 17 November 1993.

    (4)   U.S. Army, TACMIS ITP-WS-EUM(V24), "Version 3.0 Installation Transition Processing (ITP) System, Workstation End User Manual (EUM)," November 1992, UNCLAS.

2.2   TERMS AND ABBREVIATIONS.

Section 6 defines the terms, abbreviations, and acronyms unique to this manual.

3 SOFTWARE SUMMARY

3.1 SOFTWARE APPLICATION.

This section summarizes EDMIS including its background, functions performed by the application, communication techniques used, and interfaces to other systems and organizations.

EDMIS operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) Operating System (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Tool kit with the INFORMIX RDBMS in addition to the UNIX tool set. ETIP Designer is used to construct most of the separate programs (software units) that comprise EDMIS. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each of the other programs by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. Refer to Section 3.4, Software Inventory, for details.

The EDMIS programs communicate by shared access to the "edmis" database. The database tables accessible by EDMIS are listed in Section 3.3.1.1. EDMIS also references various tables in the ILIDB. Further details are contained in the EDMIS DBDD Manual.

EDMIS is a multi-user, interactive, menu-driven database system for storing and retrieving the soldier's basic educational record (DA Form 669). This includes student information, on-and off-duty course tables and histories, independent study courses, contract/institutions, testing activities, Army Learning Center (ALC) activities, and others. EDMIS also lets users schedule educational events, notify key individuals/organizations of the events and ultimate outcomes, print a calendar of events and schedule counseling sessions for classes.

EDMIS provides data entry, modification, query, and reporting capabilities at the installation level. EDMIS also provides automated routine roll-ups of participation/cost data for use within the installation and for transfer to higher echelons.

    a.   Major functions performed by EDMIS include:

        (1)   Routine test scoring and data manipulation, printing required forms and documents, and generating standard and ad hoc reports.

        (2)   Generating and maintaining master tables of all courses available on the installation and generating course enrollment documents and related forms.

        (3)   Generating cumulative class rosters and maintaining class lists and attendance records.

        (4)   Tracking each soldier's academic progress and assuring all courses are compatible with a particular academic program /career map or specific discipline.

        (5)   Accessing existing data on educational incentives and interactively verifying accuracy.

3.2 SOFTWARE INVENTORY.
The names, types, and descriptions of the EDMIS programs (software units) are listed in Table 3.2.1 below. The type column consists of- S for shell programs, E for Extended Terminal Interface Prototype

(ETIP) executable, Q for Embedded Structured Query Language (ESQL) programs (without ETI) and C for C programs (without ESQL). See Figure 3.4-1, EDMIS Hierarchy Diagram, for an overall view of the ETIP programs.

Table 3.2.1. EDMIS Software Units			
File Name	**File Type**	**Run By**	**Description**
.profile	S	login shell	Basic user setup for system
.setupISM	S	.profile	Runs .strtusrISM & edmis_prg
.strtusrISM	S	.setupISM	Set ISM environmental variables
SH_Iasagf.sh	S	install_prg	Copy files from $APPDIR to $SITEDIR
SH_Icheck.sh	S	install_prg	Checks to see if logged in as root
SH_Ickinfo.sh	S	install_prg	Checks for informix directory
SH_Iead.sh	S	install_prg	Exports database
SH_Iia.sh	S	install_prg	Main Work of installing the ISM APPS
SH_Ilad.sh	S	install_prg	Loads database
SH_Irad.sh	S	install_prg	Drops database
SH_Isiv.sh	S	install_prg	Not Used
SH_Isrdv.sh	S	install_prg	Not Used
ST_USER	S	edmis_prg	Adds and deletes user from ISM
SH_geldbs	S	install_prg	Gets database spaces available
SH_st_user	S	install_prg	Run start_user program
SH_runstart_user script	S	install_prg	Run start_user program
S_nadapcp.sh	S	program_prg	Branching control script
adhoc_prg	E	edmis_prg	Adhoc Query Main Menu
admin_prg	E	edmis_prg	Ad Hoc Query Administration
edmis_prg	E	.setupISM	Master Menu
college_prg	E	edmis_prg	College Maintenance Menu
couns_prg	E	edmis_prg	Counselor Menu
cust_prg	E	admin_prg	Customize EDMIS Data Menu
da1821_prg	E	admin_prg	DA 1821 Maintenance Menu
ecps_prg	E	edmis_prg	PRs/ECP-S submission
precoll_prg	E	edmis_prg	On-Duty Course Menu
testin_prg	E	edmis_prg	Testing Maintenance Menu

3.2.1   Information Inventory.

3.2.2   Resource Inventory.

Since the software units in the EDMIS ISM consist of a single executable and many associated files (often small and insignificant), a complete listing of every file referenced would be inappropriate.

Instead this exhaustive listing of the files that comprise a software unit is included in the EDMIS ISM Maintenance Manual. The numerical majority of files that comprise a software unit contain help messages and other text displayed on the screen when the ETIP program executes. Thus most of the files do not change as a result of EDMIS ISM processing. The exceptions to this include dynamic menu files that can be changed by a user or the ISM administrator. Permanent files created using the EDMIS ISM include the Engineering Change Proposal Software (ECP-S) data files. Other data files are created while generating reports and during ISM processing but these are temporary in nature.

The EDMIS database contains much of the information referenced, created and updated by the EDMIS ISM. EDMIS requires this in order to operate. The ILIDB contains information that is referenced by the EDMIS ISM. EDMIS cannot create or update information in the ILIDB database and if it is not available, processing can continue.

3.2.2.1 DBMS Files.

The database tables referenced or updated by EDMIS are listed in Table 3.2.2 below in alphabetical order. The subject area database (SADB) must contain these tables to operate fully, though it may be possible to continue operation with some tables missing.

Table 3.2.2. EDMIS Database Tables			
Database	**Table**	**Database**	**Table**
edmis	adhoc_svdet	edmis	adhoc_svqry
edmis	adhoc_tbl	edmis	apt_tests
edmis	armypers	edmis	assoc_unit
edmis	cap_ssn	edmis	clepref
edmis	clepscor	edmis	colltaen
edmis	contract	edmis	convert3
edmis	convert4	edmis	convert5
edmis	convert5d	edmis	convert6
edmis	convert6d	edmis	counotes
edmis	couns_note	edmis	counsid
edmis	ctime	edmis	dacpers
edmis	dantes_tests	edmis	ecps_tbl
edmis	ed_center	edmis	eso_info
edmis	gedscore	edmis	group_couns
edmis	ind_alc_tbl	edmis	ind_degree_tbl
edmis	l_center	edmis	look_up
edmis	math_tabe_7a	edmis	math_tabe_7d
edmis	math_tabe_8a	edmis	math_tabe_8a
edmis	mat_chkout	edmis	max_id
edmis	menu_tbl	edmis	mil_gain
edmis	mos_inv	edmis	mos_inv_desc

Table 3.2.2. EDMIS Database Tables			
Database	**Table**	**Database**	**Table**
edmis	namaddr	edmis	othrpers
edmis	othrref	edmis	othrscor
edmis	poc_table	edmis	printer
edmis	printer_default	edmis	recoupment
edmis	sactscor	edmis	scale34
edmis	scale56	edmis	schcrs
edmis	security	edmis	sepclass
edmis	sepenr	edmis	seporder
edmis	sep_attend	edmis	sepprog
edmis	socad	edmis	socad_oth
edmis	socref	edmis	sysmenuitems
edmis	sysmenus	edmis	tabefil
edmis	testcenter	edmis	test_inven

The tables in ILIDB that are referenced by EDMIS are listed below. You can find details about these tables in the ILIDB Database Specification.

Table 3.2.3. ILIDB Database Tables			
Database	**Table**	**Database**	**Table**
ilidb	civilian	ilidb	cmsnd_occ_spec
ilidb	cmsnd_off	ilidb	enl_occ_spec
ilidb	enlisted	ilidb	ind_assoc
ilidb	ind_address	ilidb	individual
ilidb	ind_phone	ilidb	mil_pers
ilidb	pers_test	ilidb	unit
ilidb	unit_phone	ilidb	warr_off
ilidb	wo_occ_spec	ilidb	

3.2.2.2   Permanent Files.

There are more than 1000 permanent files in the EDMIS run-time module. The names and locations of the permanent files referenced, created, or updated by EDMIS are included in the EDMIS Software Product Specifications (SPS) Manual and not here, since the files can not be understood without the detailed information about the ETIP programs that the SPS provides. Most of the files in the EDMIS run-time have suffixes that indicate the type of the file. The meanings of some of the suffixes are as follows:

Table 3.2.4. Meanings of Suffixes	
FILE SUFFIX	**TYPE/CONTENTS OF FILE**
txt	Text of a HELP, WARNING, BANNER, or MESSAGE SCREEN
menu	List of choices available with the CHOICES key
sh	Executable "shell" commands
sql	No SQL Suffixes

3.2.3 Report Inventory.

All reports produced by EDMIS are listed below with the name of the executable that produces the report and the EDMIS menu path(s) from the "Master Menu" to the report. For example, the path 4,1,2,1 means that you obtain the report by selecting item 4 from the "Master Menu", then select item 1; then 2; then 1 from the next three menus. Refer to Figure 3.4-1, EDMIS Hierarchy Diagram, for an overall view of EDMIS functions.

The following is a list of all reports generated from EDMIS. Numbers following the report title indicate the menu path leading to the report (starting with the master menu).

Report Title	Menu Path
DA 669	1,1,1,1; 1,1,3; 1,2,13; 1,3,7; 1,4,10; and 1,9
TA Form for On-Post Course	1,1,1,4,2
TA Form for Off-Post Course	1,1,1,4,4
Individual Test Scores	1,1,1,6
Counselor's Log Report	1,1,5,1
FAST Eligibility By GT Score, SDT SCORE. EDUC LVL and TABE SCORE	1,1,5,2,1
FAST Eligibility By GT SCORE Only	1,1,5,2,2
FAST Eligibility By SDT SCORE Only	1,1,5,2,3
FAST Eligibility by EDUC LEVEL Only	1,1,5,2,4
FAST Eligibility By TABE SCORE Only	1,1,5,2,5
Not in-processing Report	1,1,5,3
Class Roster Report	1,1,5,4 and 1,2,9,2
Course List Report	1,1,5,5 and 1,2,9,1
Affirmative Action Report	1,1,5,6
TA Obligation Report	1,2,9,3
TA Semester Hour Report	1,2,9,4
Generate Quarterly AEC Postsecondary Report	1,2,9,5,1
Generate Quarterly ALC Postsecondary Report	1,2,9,5,2
Generate AEC Postsecondary Report	1,2,9,5,3
Generate ALC Postsecondary Report	1,2,9,5,4
College Participation Report	1,2,12,2,1
Defaulted Status Report	1,2,12,2,2
Unit TA Monies Issued Report	1,2,12,2,3
College TA Monies Issued Report	1,2,12,2,4
SEP Classes TA Report	1,2,12,2,5
Generate SEP Class Roster	1,3,5,1
Generate SEP Schedule of Classes	1,3,5,2
Attendance Report for On-Duty Class	1,3,6,2
Print TABE Reports	1,4,7,1
Print TABE Labels	1,4,7,2
Historical Inventory Report	1,4,9,4,1
APT Test Inventory Report	1,4,9,4,2
DANTES ACT and ACT PEP Examinations Test Inventory Report	1,4,9,4,3
DANTES GED Examinations Test Inventory Report	1,4,9,4,4
DANTES ETS Examinations Test Inventory Report	1,4,9,4,5

Generate Local 1821 7,7,3
Generate Quarterly 1821 7,7,4

To obtain a report, select the report from the menu and enter the criteria specified. You can choose to view some reports on-screen as well as send them directly to a specified printer.

3.2.4   Custom Reports.

The ISM "Ad Hoc Query" utility can create Ad hoc (customized) reports. These reports are the output of SQL queries of the "edmis" database. You can construct queries using a menu-driven feature (knowledge of SQL not required) or you can write your own free-form SQL queries. In either case, operation is restricted to queries only; updates or deletes are not allowed. Refer to Section 7 of this manual for more information.

3.3   SOFTWARE ENVIRONMENT.

The EDMIS ISM runs on any UNIX System V platform against a Structured Query Language (SQL)-compliant Relational Database Management System (RDBMS). Terminals may consist of any American National Standards Institute (ANSI) 3.64 type or a PC with a similar emulation program. Printers, modems, and other peripherals will be site specific. To successfully execute EDMIS, the system environment should consist of the hardware, software, and utilities designated in paragraphs 3.3.1 and 3.3.2.

NOTE: This ISM application is not dependent upon any one particular model of computer. The hardware described in the following paragraphs is one of the configurations possible for operating the EDMIS application.

3.3.1   Hardware Required.

Hardware configurations required to support EDMIS include:

   a.   Computer. IBM RISC 6000 System - Model 7012-300 series.

   b.   Local Computer Workstation.   386/486 class personal computer, a keyboard, a monitor, power strip/surge suppresser, communications interface.

   c.   Printers.   For reports high-resolution dot-matrix impact printer, with RS-232 serial communications interface and 132 column wide format.

3.3.2   Software Required.

The software required, to run, EDMIS ISM includes:

   a.   Operating System (OS).   AIX OS Version 4.2 Installation Guide. The operating system supervises the work of the computer and provides software utilities.

   b.   RDBMS. ANSI SQL- compliant Relational database management system, (such as Oracle7^{TM} for AIX-Based Systems). The database is a collection of data, information about indexes, and system catalogs that describe the structure of the database.

   c.   ISM Application. This is the EDMIS application software that is used in host mode.

   d.   Local Operating System. MS-DOS 5.0/6.22 disk operating system. This operating system controls the work of the local installation computer and provides local mode software utilities.

   e.   Local Communication Software. Various types of communications protocol software may be used, depending on your installation configuration. This software formats and arranges data for transmission and controls the transfer of data between computers.

3.3.2.1   Database/Data Bank Characteristics.

EDMIS is designed using a RDBMS that will:

      a.   Allow installation-unique tables and attributes.

      b.   Provide integration with other portions of the installation central data repository previously developed.

      c.   Use data elements standardized IAW AR 25-9.

The data elements used for EDMIS are identified from the FD, the Structured Requirements Analysis Planning (STRAP) reports, the STRAP key-based data model, the Joint Application Development sessions, and the Prototyping sessions. Other sources include existing databases, reports, forms, user manuals, and other data stores maintained by the functional organization. These data elements are fully defined in the Army Data Dictionary (ADD)/Automated Dictionary Support System (ADSS).

The data elements for EDMIS are integrated into a multifunctional database as part of the ISM-wide data architecture. By accessing this data architecture, each function within has a view of its data. This view will consist of multiple data elements that are contained in a row of one or more tables. Estimates of table and row sizes for the SBIS-wide data architecture are presented in the Database Design Description (DBDD) Manual.

3.3.3   Major Application Components.

EDMIS contains the following major components:

      a.   <u>Logical Parts of the System</u>. EDMIS is organized so that menus for each type of function (counselor, college maintenance, on-duty courses, testing, learning center, etc.) are grouped together.

      b.   <u>Communication Paths and Techniques</u>. The ITP structure, which consists of the following, supports ISM communications:

           (1)   Host computers located at the installation sites.

           (2)   Communications hardware and software to support local and long-haul connectivity.

           (3)   User workstations located at Army installations.

           (4)   Remote network and systems management tools located at the Army Network and Systems Operator Center (ANSOC).

The host computers provide ISM application processing and ISM application databases for their client users, who gain access through workstations.

T1 circuits and fractional T1 bandwidth are provided for long-haul communications between the ANSOC. Bandwidth is provided through the DOD, Defense Information System Network (DISN) when spare capacity is available. When new service is required, it will be provided either by the Defense Commercial Telecommunications Network (DCTN) or by the Federal Telecommunications System (FTS) 2000 contracts.

The ITP at the installation includes intra-building Local Area Networks (LANs) and inter-building communications. Installations connect to long-haul communi-cations via a router, which also attaches the Installation Information Transport System (IITS), which is connected to a hub in the user buildings. Building LANs consist of workstations and printers connected via 10BaseT intelligent hubs. In some areas, workstations will communicate via modem to an installation hub, which will interface to a router for long-haul communications.

EDMIS communicates between PC workstations and a local host either via an EIA RS-232-C serial connection or an Ethernet LAN. Procomm terminal emulation software is used with the "VT100" emulation set and ISM host terminal type set to "VTPC-C" for color monitors and "VTPC-M" for monochrome monitors. The baud rate, parity, and number of stop bits should match those of the ISM host. You can also use Telnet.

Typical configuration examples:

Serial connection using terminal emulation software with an IBM compatible PC. The PC hardware required is a serial port (COM1 or COM2 only). The software required is DOS 5.0 or higher and Procomm 2.4.2. Using Procomm, the following options should be set in the Terminal Setup section (accessed by pressing <Alt/S> on the keyboard. The other settings in this section are irrelevant.

```
        Settings:
        Terminal Type      : VT100
        Duplex             : FULL
        Line Wrap          : OFF
        Scroll             : ON
```

The following options should be set in the Line Parameters section (accessed by pressing <Alt/P> on the keyboard). All of these settings should match the particular PC hardware and ISM host configuration that you have. Parameters that are likely to vary are indicated with an "*".

```
        Port           : COM1*
        Baud rate      : 2400*
        Parity         : SPACE*
        Data Bits      : 7
        Stop Bits      : 1
```

The TERM variable on the ISM host should be set to "VTPC-C" or "VTPC-M" for use with this configuration.

TCP/IP LAN connection using National Center for Super-computing Applications (NCSA) Telnet with a network interface card (NIC) in an IBM compatible PC. The PC hardware required is a 3COM 3C503 Ethernet NIC in addition to the PC. The NIC should be configured for "thinnet" (thin coaxial cable) and for memory mapped I/O by setting the jumpers as indicated for the card. Except for this change, use the factory default settings.

The software required for the AT is:

```
        DOS 5.0/6.0          Operating System
        SMC/pkt8000.com      packet driver
        TELBIN.EXE           CUTCP/CUTE program (NCSA Telnet)
        netstart.bat         described below
        telnet.bat           described below
        config.tel           configuration file
        vtpc-c.tbl           keymapping file for vtpc-c terminal type
```

The autoexec.bat file on the PC should be modified to run the program SMC/ pkt8000.com via a batch file called netstart.bat. This loads the packet driver that communicates between the NIC and the telnet software with its correct configuration. The configuration is supplied as arguments to 3C503 and are, in order from left to right, 0x7e (Software interrupt number), 2 (Interrupt level number), 0x300 (shared memory

address) and 1 (use thinnet adaptor). Since pkt8000 is a small (3K) TSR it can remain loaded all the time, even when not needed. The setting of the PATH variable should include the directory where the telbin.exe program is located along with the configuration and key-mapping files.

The telnet.bat file should change directory to this directory and then run the telbin.exe program passing the argument supplied to telnet.bat. This is the name of the ISM host as described in the config.tel file.

Various settings in the config.tel file depend on the LAN configuration. The name and IP address of the PC workstation must be determined in consultation with the LAN administrator to avoid conflict with other devices on the LAN. In addition, at a minimum, the name(s) of the ISM host and its IP address must be set in the config.tel file.

In the following sample config.tel file, the variables marked with "*" should be set to particular values based on your PC/LAN/ISM host configuration. Other variables are optional and may be set according to preference. Text after a '#' is commentary. See the NCSA documentation for details.

```
myname=myname              # PC's LAN name; unique to LAN
myip=192.108.181.200       # PC IP address; unique to LAN
name=default
keymap= "VTPC-C.tbl"       # sets default keymap
name=ISMHOST               # ISM host's LAN name
hostip=192.108.181.72      # ISM host's IP address
```

Additional pairs of lines like the last two may follow to indicate the LAN names and IP addresses of other hosts on the LAN. The TERM variable on the LAN hosts should be set to vtpc-c when using this configuration with the vtpc-c.tbl key-mapping file selected.

Note: The IP address and names given above are examples only. Determine the correct values for your LAN in consultation with the LAN administrator.

To connect to the ISM host using the LAN, invoke the telnet.bat file with the name of the ISM host as an argument.

State-of-the-art, digital cellular communication is used where data links are critical.

c. <u>Source Data Entry</u>. Redundant data entry is eliminated. Basic information is captured at the source using automated source data technology, such as bar coding and laser scanning.

d. <u>Accuracy and Completeness</u>. Reducing the need for redundant data entry and implementing software edit checks will improve the accuracy and completeness of data. Read and write/update access control measures will also lower the error rate.

e. <u>Better Utilization of Staff</u>. Administrative burdens are reduced, by automating data collection and report generating functions. In some instances, manual tasks are eliminated entirely.

f. <u>Timeliness</u>. On-line access to centralized databases and electronic data transfer capabilities improves the timeliness of data.

g. <u>Management Oversight</u>. Operational data are instantly available to all users at every level authorized to have access. Ad hoc query and report capabilities are provided, as well as standard, user-defined reports.

h.   Graphics. Graphics are used to summarize statistical data (i.e., Pie charts, Bar charts).

3.3.4   System Interfaces.

EDMIS references data stored in the ILIDB, which contains a subset of data from the Standard Installation/Division Personnel System (SIDPERS) database. Data contained in the ILIDB is reconciled with data from both SIDPERS and the Subject Area Database (SADB) periodically.

EDMIS application will directly interface with STAMIS, ISM, and other stovepipe systems such as SIDPERS and the ILIDB. These interfaces may be done as direct connect electronic record transfer, or for systems that have restricted electronic connectivity capabilities, magnetic media data transfers may be used.

Connectivity to STAMIS, ISM, and stovepipes on or outside the installation is currently accomplished via SNA networks, the NIPERnet, LANs, or asynchronous/synchronous communication lines. Most installations have one network gateway to a major SNA network or to the NIPERnet. Some installations have both.

The EDMIS will consider both connectivity paths with combinations of SNA 3270 emulation and file transfer or, in the event of circuit unavailability, manual transfer of data via magnetic media. Use of any of these methods permits "upload/download" of data from STAMIS to the shared data file and to EDMIS data tables. Use of any existing network gateway may be considered until hardware and software supporting an Open System Environment (OSE) is installed.

3.4   SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION.

EDMIS operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) operating system (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Toolkit with the oracle DBMS and the UNIX toolset.

ETIP Designer is used to construct most of the separate programs (software units) that comprise EDMIS. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each other program by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. EDMIS is written in C. Refer to Section 3.2, Software Inventory, for details.

The EDMIS programs communicate by shared access to the "edmis" database. The database tables accessible by EDMIS are listed in Section 3.2.2.1. EDMIS also references various tables in the ILIDB. The EDMIS Database Design Specification (DBDD) manual (AISM 25-P01-A11-AIX-DBDD) contains more details about the database. Figure 3.4-1 is a directory of the menus and screens available to the EDMIS user.

```
Menu or Screen Name
Master Menu
????1.  Peacetime Menu
?       ????1.  Counselor Menu
?       ?       ????1.  Individual Counseling Session Menu
?       ?       ?       ????1.  Review DA669
?       ?       ?       ????2.  Add/Change Client Information
?       ?       ?       ????3.  Counselor Notes Menu
?       ?       ?       ?       ????1.  Add/Change Counselor Notes
?       ?       ?       ?       ????2.  Delete Counselor Notes
?       ?       ?       ?       ????99. Return to Master Menu
```

```
?       ?       ?       ?
?       ?       ?       ????4.  College Enrollment Menu
?       ?       ?       ?       ????1. *Browse All College Courses
?       ?       ?       ?       ????2.  Add/Change On-Post College Enrollment
?       ?       ?       ?       ????3.  Delete On-Post College Enrollment
?       ?       ?       ?       ????4.  Add/Change Off-Post College Enrollment
?       ?       ?       ?       ????5.  Delete Off-Post College Enrollment
?       ?       ?       ?       ????6.  Print 2171 Maintenance
?       ?       ?       ?           ????1.  Print New 2171
?       ?       ?       ?           ????2.  Print Existing 2171
?       ?       ?       ?           ????3.  Print TA Statement of Understanding
?       ?       ?       ?           ????99. Return to Master Menu
?       ?       ?       ?
?       ?       ?       ????5.  On-Duty Enrollment Menu
?       ?       ?       ?       ????1.  Add/Change Individual Enrollment
?       ?       ?       ?       ????2.  Delete Individual Enrollment
?       ?       ?       ?       ????99. Return to Master Menu
?       ?       ?       ?
?       ?       ?       ????6.  Individual Test Scores
?       ?       ?       ????7.  Degree Maintenance Menu
?       ?       ?       ?       ????1.  Add/Change Degree
?       ?       ?       ?       ????2.  Delete Degree
?       ?       ?       ?       ????99. Return to Master Menu
?       ?       ?       ?
?       ?       ?       ????8.  SOCAD Degree Plan
?       ?       ?       ?       ????1.  School Affiliation
?       ?       ?       ?       ????2.  SOCAD Course Maintenance
?       ?       ?       ?       ?       ????1.  Add/Change SOCAD Course List
```

Figure 3.4-1. EDMIS Hierarchy Diagram

Menu Name or Screen

```
M       1       1       1       8       2
?       ?       ?       ?       ?       ????2.  View SOCAD Course List
?       ?       ?       ?       ?       ????99. Return to Master Menu
?       ?       ?       ?       ????3.  SOCAD Other Credit Maintenance
?       ?       ?       ?       ?       ????1.  Transfer
?       ?       ?       ?       ?       ????2.  MOS
?       ?       ?       ?       ?       ????3.  CLEP
?       ?       ?       ?       ?       ?       ????1.  CLEP Subject
?       ?       ?       ?       ?       ?       ????2.  CLEP General
?       ?       ?       ?       ?       ?       ????99. Return to Master Menu
?       ?       ?       ?       ?       ?
?       ?       ?       ?       ?       ?
?       ?       ?       ?       ?       ????4.  DSST
?       ?       ?       ?       ?       ????5.  ACT-PEP
?       ?       ?       ?       ?       ????6.  Other
?       ?       ?       ?       ?       ????99. Return to Master Menu
?       ?       ?       ?       ????4.  Print SOCAD Degree Plan
?       ?       ?       ?
?       ?       ?       ????99. Return to Master Menu
?       ?       ?
?       ?       ????2.  Group Counseling Session Menu
?       ?       ?       ????1.  Add/Change Group Counseling Data
?       ?       ?       ????2.  Delete Group Counseling Data
?       ?       ?       ????99. Return to Master Menu
?       ?       ?
?       ?       ????3.  Review DA669
?       ?       ????4.  Change Active Counselor
?       ?       ????5.  Counselor Reports Menu
?       ?       ?       ????1.  Counselor's Log Report
?       ?       ?       ????2.  FAST Eligibility Report Menu
?       ?       ?       ?       ????1.  FAST Eligibility by GT SCORE, SDT SCORE, EDUC LEVEL and TABE SCORE
?       ?       ?       ?       ?       ????1.  Entire Post
?       ?       ?       ?       ?       ????2.  Selected Unit
?       ?       ?       ?       ?       ????99. Return to Master Menu
?       ?       ?       ?       ????2.  FAST Eligibility by GT SCORE Only
?       ?       ?       ?       ?       ????1.  Entire Post
?       ?       ?       ?       ?       ????2.  Selected Unit
?       ?       ?       ?       ?       ????99. Return to Master Menu

?       ?       ?       ?       ????3.  FAST Eligibility by SDT SCORE Only
```

```
?    ?    ?    ?    ?    ????1. Entire Post
?    ?    ?    ?    ?    ????2. Selected Unit
?    ?    ?    ?    ?    ????99. Return to Master Menu
?    ?    ?    ?    ?
?    ?    ?    ?    ????4. FAST Eligibility by EDUC LEVEL Only
?    ?    ?    ?    ?    ????1. Entire Post
?    ?    ?    ?    ?    ????2. Selected Unit
?    ?    ?    ?    ?    ????99. Return to Master Menu
?    ?    ?    ?    ?
?    ?    ?    ?    ????5. FAST Eligibility by TABE SCORE Only
?    ?    ?    ?    ?    ????1. Entire Post
?    ?    ?    ?    ?    ????2. Selected Unit
?    ?    ?    ?    ?    ????99. Return to Master Menu
?    ?    ?    ?    ?
?    ?    ?    ?    ????99. Return to Master Menu
?    ?    ?    ?
?    ?    ?    ????3. Not-inprocessing Report
?    ?    ?    ????4. Class Roster Report
?    ?    ?    ????5. Course List Report
?    ?    ?    ????6. Affirmative Action Report
?    ?    ?    ????99. Return to Master Menu
?    ?    ????99. Return to Master Menu
```

Figure 3.4-1. EDMIS Hierarchy Diagram – *Continued.*

Menu Name or Screen

```
M    1
?    ????2. College Maintenance Menu
?    ?    ????1. Confirm/Obligate/Post Grades for an On-Post Class
?    ?    ????2. Confirm/Obligate/Adjust/Post Grades for an Individual
?    ?    ????3. Input Grades
?    ?    ?    ????1. Transfer Course Grades by Modem
?    ?    ?    ????2. Transfer Course Grades by Network
?    ?    ?    ????99. Return to Master Menu
?    ?    ????4. Change On-Post College Term Date
?    ?    ????5. Delete On-Post College Term
?    ?    ????6. Change School Mailing Address
?    ?    ????7. Change Local School List
?    ?    ????8. On-Post Course Maintenance Menu
?    ?    ?    ????1. Add/Change On-Post Course Manually
?    ?    ?    ????2. Add On-Post Course by Modem Maintenance
?    ?    ?    ?    ????1. Add On-Post Courses by Modem
?    ?    ?    ?    ????2. Add On-Post Courses with SOCAD Category Number by Modem
?    ?    ?    ?    ????99. Return to Master Menu
?    ?    ?    ?
?    ?    ?    ????3. Add On-Post Course by Network Maintenance
?    ?    ?    ?    ????1. Add On-Post Course by Network
?    ?    ?    ?    ????2. Add On-Post Course with SOCAD Category Number by Network
?    ?    ?    ?    ????99. Return to Master Menu
?    ?    ?    ?
?    ?    ?    ????4. Delete On-Post Course
?    ?    ?    ????5. Canceled On-Post Course Maintenance
?    ?    ?    ????99. Return to Master Menu
?    ?    ?
?    ?    ????9. College Reports Menu
?    ?    ?    ????1. Course List Report
?    ?    ?    ????2. Class Roster Report
?    ?    ?    ????3. TA Obligation Report
?    ?    ?    ????4. TA Semester Hour Report
?    ?    ?    ????5. Postsecondary Reports Menu
?    ?    ?        ????1. Generate Quarterly AEC Postsecondary Report
?    ?    ?        ????2. Generate Quarterly ALC Postsecondary Report
?    ?    ?        ????3. Generate AEC Postsecondary Report
?    ?    ?        ????4. Generate ALC Postsecondary Report
?    ?    ?        ????99. Return to Master Menu
?    ?    ?    ????99. Return to Master Menu
?    ?    ?
?    ?    ????10. DA 2171 Data Modifications Menu
?    ?    ?    ????1. Add/Change TA Accounting Classification
?    ?    ?    ????2. Delete TA Accounting Classification
?    ?    ?    ????3. Add/Change TA Control Number
```

```
?     ?     ?     ????4.  Delete TA Control Number
?     ?     ?     ????5.  Change APC (Transaction Processing Codes)
?     ?     ?     ????6.  Change TA Percentages and Cap Amounts
?     ?     ?     ????7.  Change TA Block 13a and 13b
?     ?     ?     ????99. Return to Master Menu
?     ?     ?
?     ?     ????11. College Default Data
?     ?     ????12. Tuition Assistance Menu
?     ?     ?     ????1.  Tuition Assistance Recoupment Menu
?     ?     ?     ?     ????1.  Failure  Non-Mission Related (F)
?     ?     ?     ?          ????1.  Generate information letter to commander
?     ?     ?     ?          ????2.  Generate action letter to commander
?     ?     ?     ?          ????3.  Generate DD1131
?     ?     ?     ?          ????4.  Generate DD139
?     ?     ?     ?          ????99. Return to Master Menu
```

Figure 3.4-1. EDMIS Hierarchy Diagram – *Continued.*

Menu Name or Screen

```
M     1     2     12    1
?     ?     ?     ?     ????2.  Incomplete Non-Mission Related (I)
?     ?     ?     ?          ????1. Generate information letter to commander
?     ?     ?     ?          ????2. Generate action letter to commander
?     ?     ?     ?          ????3. Generate DD1131
?     ?     ?     ?          ????4. Generate DD139
?     ?     ?     ?          ????99. Return to Master Menu
?     ?     ?     ?
?     ?     ?     ?     ????3.  Withdrawal Non-Mission-Related (W)
?     ?     ?     ?          ????1.  Generate information letter to commander
?     ?     ?     ?          ????2.  Generate action letter to commander
?     ?     ?     ?          ????3.  Generate DD1131
?     ?     ?     ?          ????4.  Generate DD139
?     ?     ?     ?          ????99. Return to Master Menu
?     ?     ?     ?
?     ?     ?     ?     ????4.  Information Letter to Commander
?     ?     ?     ?     ????5.  Action Letter to Commander
?     ?     ?     ?     ????6.  DD 1131
?     ?     ?     ?     ????7.  DD139
?     ?     ?     ?     ????8.  Review/Edit Recoupment Table
?     ?     ?     ?     ????99. Return to Master Menu
?     ?     ?     ????2.  Tuition Assistance Status Reports Menu
?     ?     ?     ?     ????1.  College Participation Report
?     ?     ?     ?     ????2.  Defaulted Status Report
?     ?     ?     ?     ????3.  Unit TA Monies Issued Report
?     ?     ?     ?     ????4.  College TA Monies Issued Report
?     ?     ?     ?     ????5.  SEP Classes TA Report
?     ?     ?     ?     ????99. Return to Master Menu
?     ?     ?     ?
?     ?     ?     ????99. Return to Master Menu
?     ?     ?
?     ?     ????13. Review DA 669
?     ?     ????99. Return to Master Menu
?     ?
?     ????3.  On-Duty Course Menu
?     ?     ????1.  Contract Maintenance Menu
?     ?     ?     ????1.  Add/Change Contract
?     ?     ?     ????2.  Delete Contract
?     ?     ?     ????99. Return to Master Menu
?     ?     ?
?     ?     ????2.  Delivery Order Maintenance Menu
?     ?     ?     ????1.  Add/Change Delivery Order
?     ?     ?     ????2.  Delete Delivery Order
?     ?     ?     ????99. Return to Master Menu
?     ?     ?
?     ?     ????3.  On-Duty Class Menu
?     ?     ?     ????1.  Add/Change Class
?     ?     ?     ????2.  Delete Class
?     ?     ?     ????99. Return to Master Menu
?     ?     ?
?     ?     ????4.  On-Duty Enrollment Menu
?     ?     ?     ????1.  Add/Change Individual Enrollment
```

```
?        ?        ?        ????2.  Delete Individual Enrollment
?        ?        ?        ????99. Return to Master Menu
?        ?        ?
?        ?        ????5.  SEP Reports Menu
?        ?        ?        ????1.  Generate SEP Class Roster
?        ?        ?        ????2.  Generate SEP Schedule of Classes
?        ?        ?        ????99. Return to Master Menu
?        ?        ????6.  On-Duty Class Attendance Menu
?        ?        ?        ????1.  Post Attendance for on-duty class
```

<p align="center">Figure 3.4-1. EDMIS Hierarchy Diagram – Continued.</p>

<u>Menu Name or Screen</u>

```
M        1        3        6
?        ?        ?        ????2.  Attendance Report for on-duty class
?        ?        ?        ????99. Return to Master Menu
?        ?        ?
?        ?        ????7.  Review DA 669
?        ?        ????99. Return to Master Menu
?        ?
?        ????4.  Testing Maintenance Menu
?        ?        ????1.  Score Tests
?        ?        ?        ????1.  Transfer Test scores By Modem
?        ?        ?        ????2.  Old Transfer Test Scores By Network
?        ?        ?        ?????.  Transfer TABE 7 or 8 Test Scores By Network
?        ?        ?        ????99. Return to Master Menu
?        ?        ?
?        ?        ????2.  Manually Load Test Scores Menu
?        ?        ?        ????1.  ACT
?        ?        ?        ????2.  CLEP General
?        ?        ?        ????3.  CLEP Subject
?        ?        ?        ????4.  DSST
?        ?        ?        ????5.  GED
?        ?        ?        ????6.  SAT
?        ?        ?        ????7.  TABE
?        ?        ?        ????8.  ACT PEP
?        ?        ?        ????9.  MISC (Single-Score/Result) Tests
?        ?        ?        ????99. Return to Master Menu
?        ?        ?
?        ?        ????3.  Delete Test Scores Menu
?        ?        ?        ????1.  ACT Delete
?        ?        ?        ????2.  CLEP General Delete
?        ?        ?        ????3.  CLEP Subject Delete
?        ?        ?        ????4.  DSST Delete
?        ?        ?        ????5.  GED Delete
?        ?        ?        ????6.  SAT Delete
?        ?        ?        ????7.  TABE Delete
?        ?        ?        ????8.  ACT PEP Delete
?        ?        ?        ????9.  MISC (Single-Score/Result) Tests Delete
?        ?        ?        ????99. Return to Master Menu
?        ?        ?
?        ?        ????4.  Add/Change Records in CLEP/DSST/ACT PEP Test Reference File Menu
?        ?        ?        ????1.  Add/Change CLEP General Reference Records
?        ?        ?        ????2.  Add/Change CLEP Subject Reference Records
?        ?        ?        ????3.  Add/Change DSST Reference Records
?        ?        ?        ????4.  Add/Change ACT PEP Reference Records
?        ?        ?        ????99. Return to Master Menu
?        ?        ?
?        ?        ????5.  Delete Records in CLEP/DSST Test Reference File
?        ?        ????6.  Misc Test Description Maintenance Menu
?        ?        ?        ????1.  Add/Change Misc Test Description
?        ?        ?        ????2.  Delete Misc Test Description
?        ?        ?        ????99. Return to Master Menu
?        ?        ?
?        ?        ????7.  Testing Reports Menu
?        ?        ?        ????1.  Print TABE Reports
?        ?        ?        ????2.  Print TABE Labels
?        ?        ?        ????99. Return to Master Menu
?        ?        ?
?        ?        ????8.  Change Test Percentiles and Score Ranges
?        ?        ?        ????1.  Change ACT Percentile Tables
```

```
?     ?     ?     ????2.  Change Score Ranges for Tests
?     ?     ?     ????99. Return to Master Menu
```

Figure 3.4-1. EDMIS Hierarchy Diagram – *Continued*.

<u>Menu Name or Screen</u>

```
M     1     4
?     ?     ????9.  Test Inventory Menu
?     ?     ?     ????1.  Inventory Test Materials Menu
?     ?     ?     ?     ????1.  Add/Update APT Testing Materials Menu
?     ?     ?     ?     ????2.  Add/Update DANTES Testing Materials Menu
?     ?     ?     ?     ????99. Return to Master Menu
?     ?     ?     ?
?     ?     ?     ????2.  Add/Change Test Center Address
?     ?     ?     ????3.  Add/Change APT Report Signature Block
?     ?     ?     ????4.  Test Inventory Reports Menu
?     ?     ?     ?     ????1.  Historical Inventory Report
?     ?     ?     ?     ????2.  APT Test Inventory Report
?     ?     ?     ?     ????3.  DANTES ACT and ACT PEP Examinations Test Inventory Report
?     ?     ?     ?     ????4.  DANTES GED Examinations Test Inventory Report
?     ?     ?     ?     ????5.  DANTES ETS Examinations Test Inventory Report
?     ?     ?     ?     ????99. Return to Master Menu
?     ?     ?     ?
?     ?     ?     ????99. Return to Master Menu
?     ?     ?
?     ?     ????10. Review DA 669
?     ?     ????99. Return to Master Menu
?     ????5.  *Contractor Menu
?     ????6.  Learning Center & MOS Library Menu
?     ?     ????1.  ALC Check In
?     ?     ????2.  ALC Check Out Menu
?     ?     ????3.  MOS Library Menu
?     ?     ?     ????1.  Add/Change Inventory
?     ?     ?     ????2.  Delete Inventory
?     ?     ?     ????3.  Check Out Materials
?     ?     ?     ????4.  Check-In Materials
?     ?     ?     ????5.  MOS Library Reports
?     ?     ?     ?     ????1.  Overdue Notices
?     ?     ?     ?     ?     ????1.  First Overdue Notice
?     ?     ?     ?     ?     ????2.  Second Overdue Notice
?     ?     ?     ?     ?     ????3.  Third Overdue Notice
?     ?     ?     ?     ?     ????4.  Library Address and Phone
?     ?     ?     ?     ?     ????5.  Library Overdue Notice Dates
?     ?     ?     ?     ?     ????99. Return to Master Menu
?     ?     ?     ?     ????2.  Materials Purge
?     ?     ?     ?     ????99. Return to Master Menu
?     ?     ?
?     ?     ????99. Return to Master Menu
?     ?
?     ????7.  Ad Hoc Query
?     ?     ????1.  Create a Basic Ad Hoc Query
?     ?     ????2.  Create an Advanced Ad Hoc Query
?     ?     ????3.  Change a Saved Ad Hoc Query
?     ?     ????4.  Delete Ad Hoc Queries
?     ?     ????5.  View/Print Saved Ad Hoc Query Results
?     ?     ????6.  View Saved Ad Hoc Query Statements
?     ?
?     ????8.  Load Laser Fonts
?     ????9.  Review DA 669
?     ????99. Return to Master Menu
?
????2.  *Transition to War Menu
????3.  *Wartime Menu
????4.  *Demobilization Menu
????5.  Customer Assistance Menu
?     ????1.  Telephonic
```

Figure 3.4-1. EDMIS Hierarchy Diagram – *Continued*.

<u>Menu Name or Screen</u>

```
M     5
?      ????2. *Message
?      ????3. Problem Report
?     ?     ????1.  Add/Change Problem Report/ECP-S
?     ?     ????2.  View Problem Report/ECP-S
?     ?     ????3.  Delete Problem Report/ECP-S
?     ?     ????4.  Submit Problem Report/ECP-S
?     ?
?      ????4.  ISM Data Sheet
?

????6.  Problem Reports/ECP-S Submission
?      ????1.  Add/Change Problem Report/ECP-S
?      ????2.  View Problem Report/ECP-S
?      ????3.  Delete Problem Report/ECP-S
?      ????4.  Submit Problem Report/ECP-S
?

????7.  EDMIS Initialization/Administration Menu
?      ????1.  Security Administration Menu
?     ?      ????1.  Add/Change EDMIS User
?     ?      ????2.  Delete EDMIS User
?     ?      ????3.  Add Alternate ISM Administrator
?     ?      ????99. Return to Master Menu
?      ????2.  Customize EDMIS Data Menu
?     ?      ????1.  Maintain Look-up Data Menu
?     ?      ????2.  Maintain Name/Address Data Menu
?     ?     ?      ????1.  Post Name/Address
?     ?     ?      ????2.  Education Services Officer
?     ?     ?      ????3.  FAST Contracting Officer
?     ?     ?      ????4.  SEP Programs Chief
?     ?     ?      ????5.  Test Control Officer
?     ?     ?      ????6.  Learning Center Menu
?     ?     ?     ?      ????1.  Add/Change Learning Center
?     ?     ?     ?      ????2.  Delete Learning Center
?     ?     ?     ?      ????99. Return to Master Menu
?     ?     ?     ?
?     ?     ?      ????7.  Education Center Menu
?     ?     ?     ?      ????1.  Add/Change Education center
?     ?     ?     ?      ????2.  Delete Education Center
?     ?     ?     ?      ????3.  Education Center properties
?     ?     ?     ?      ????99. Return to Master Menu
?     ?     ?     ?
?     ?     ?      ????99. Return to Master Menu
?     ?     ?
?     ?      ????3.  Maintain "EDMIS" Counselor Data
?     ?      ????4.  Counselors Log Menu
?     ?     ?      ????1.  Add/Change Log Menu Item
?     ?     ?      ????2.  Delete Log Menu Item
?     ?     ?      ????99. Return to Master Menu
?     ?     ?
?     ?      ????99. Return to Master Menu
?     ?
?      ????3.  Delete EDMIS Data
?     ?      ????1.  Sort Records by Out-processing Date
?     ?      ????2.  Sort Records by Last Activity
?     ?      ????3.  Sort Records by SSN
?     ?      ????4.  Sort Records by Individual Name
?     ?      ????5.  Sort Records by Unit Name
?     ?      ????99. Return to Master Menu
?     ?
?      ????4.  Setup Installation-Specific Applications Menu
?     ?      ????1.  Add/Change Menu Entries
```

Figure 3.4-1. EDMIS Hierarchy Diagram – *Continued.*

Menu Name or Screen

```
M     7     4
?     ?      ????2.  Delete Menu Entries
?     ?      ????99. Return to Master Menu
?     ?
?      ????5.  Peripheral Administration Menu
?     ?      ????1.  Add/Change Application Printers
```

```
?      ?      ????2. Delete Application Printers
?      ?      ????99. Return to Master Menu
?      ?
?      ????6. Ad Hoc Query Administration Menu
?      ?      ????1. Select Elements to Show
?      ?      ????2. Add/Change Elements Comments
?      ?
?      ????7. DA 1821 Maintenance Menu
?      ?      ????1. Edit/Combine Generated 1821(s)
?      ?      ????2. Delete Generated 1821
?      ?      ????3. Generate Local 1821
?      ?      ????4. Generate Quarterly 1821
?      ?
?      ????8. EDMIS Unit Table Maintenance
?      ?      ????1. Add/Change EDMIS Unit Information
?      ?      ????2. Review EDMIS Unit Information
?      ?      ????3. Change EDMIS Unit List
?      ?      ????99. Return to Master Menu
?      ????99. Return to Master Menu
?
????8. Installation-Specific Applications Menu
?      ????1. (entry 1)
?      ????2. (entry 2)
?
????9. View Documentation/Regulations Menu
       ????1. View Governing Regulation (Primary)
       ????2. View End User Manual (EM)
       ????3. View Implementation Procedure (IP)
       ????4. View Maintenance Manual (MM)
       ????5. View ISMIS
       ????6. View Configuration Control Manual (CCM)
       ????7. View Functional Description (FD)
       ????99. Return to Master Menu
```

Figure 3.4-1. EDMIS Hierarchy Diagram

3.4.1   Controls.

Through the "EDMIS Administration Menu" the EDMIS Administrator controls which user LOGIN ID's have access to the specific EDMIS functions.   The installation Directorate of Information Management (DOIM) and installation level SAFP for EDMIS have established ISM controls to ensure the proper use of the ISM in support of the overall mission. The SA at the ANSOC is responsible for supervisory controls, including system identification and security, user services, disk management, file system administration, performance management, and interaction with operating system controls.

3.5   CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION.

There is no difference in the operation of this ISM during peacetime, war, or conditions of alert. During any emergency condition, you must know how to safeguard against loss of information. This section outlines methods used for saving and restoring data, implementing manual procedures, substituting equipment, and operating in degraded mode.

CAUTION: In case of system failures, or "crashes", and other abnormal shutdowns of the Installation computer or workstation, contact the SA or DOIM before continuing operation.

3.5.1   Failure Contingencies.

EDMIS requires three types of failure contingency safeguards in the event of user error or hardware/software failure:

   ?   Back Up
   ?   Fall back
   ?   Degraded Modes of Operation

3.5.1.1   Backup.

Backups are copies (archives) of computer files that are made to preserve existing work. Failed systems that have not been backed up may be impossible to recover. System recovery can require one or more of the following:

a.   Program Backup. Use this backup to restore the latest version of the ISM application software and is separate from the database.

b.   Data Backup.   Use this backup to restore the database to a point as it existed immediately before a failure and comes from three sources:

(1)   Transaction Buffer.   Work that is currently in progress in placed into a temporary transaction buffer. If the RDBMS crashes, this temporary buffer will be restored after the system is restarted.   Both storage and recovery of transaction buffers are performed automatically by the RDBMS.

(2)   Transaction Log. A record of all completed transactions is automatically written to a transaction log. This log is written onto external or removable media and used to roll back transactions, restore Databases from archives, and recover from system failures. Transactions that are incomplete at the time of failure will be permanently lost.

(3)   Database Backup. This is a copy of the entire database, which is made on a daily basis, and which is used to recover a database that has been completely destroyed.

c.   Electrical Power Backup. In case power to the computer is suddenly lost, an un-interruptible power system (UPS) will automatically provide between 20 and 30 minutes of continuous power to the system. This prevents the computer from shutting down in the middle of saving files.

Backup requirements are, those necessary to ensure continued achievement of system functions. There are two primary types of system backup:

a.   Automatic Backup. The system automatically saves work entered into system memory to a restorable temporary file. The purpose is to save on-going work from loss in the event of an abnormal system shutdown. On restart of the system, the user is informed that a temporary file exists from a previous abnormally ended session, and can be queried on whether or not the system should restore the files.

b.   Routine Backup. The system does routine periodic backups. The backup of data tables that were changed during the day is backed up to external or removable media during the end-of-day functions. The system keeps track of the time lapse between backups and notifies the user if a (table-driven) period of time has been exceeded without performing a backup. For example, if the end-of-day routine requires a backup of certain data tables and the system detects that no backup function has been performed during a 24-hour period, the SA is notified and told to perform the backup before beginning the next day's processing. The backup and subsequent restore processes are easy for the SA to perform.

3.5.1.2   Fall Back.

Use fall back techniques to ensure the continued satisfaction of the specific requirements of the system in the event of a system failure.

a.   Workstation failures. There are two, primary fall back techniques:

    (1)   <u>Alternate Equipment</u>. If a terminal or PC workstation fails, another one should be used in its place. If a printer fails or is unavailable, print output should be rerouted to another printer or the printer should be replaced.

    (2)   <u>Manual Operations</u>. If automated system is not available, manual procedures should be used to perform transactions until the automated system is back in operation. When the system is back in operation, the manual transactions are entered into the system. The system includes the ability to reroute output to different devices in the event that the normal output device is unavailable. For example, if a standard report is normally routed to a specific printer, the user has the option of re-directing the output to another printer as the situation dictates.

c.   <u>Installation Failures</u>. In case the Installation system fails, you should contact the installation SA or DOIM for instructions.

3.5.1.3 Degraded Modes of Operation.

This provides for operating the system according to a priority established in order of importance or urgency. The priority for operating any ISM in degraded mode is as follows:

Table 3.5.1. Degraded Modes of Operation	
Priority	**Operation**
(1)	Interactive input of data
(2)	Standard report generation
(3)	Loading input data from other sources (e.g., ASMIS)
(4)	Transmitting data to other organizations (e.g., Staff Agencies)
(5)	Ad hoc queries of the database

3.5.2 Restart/Recovery.

a.   <u>General</u>. The application software requires no restart procedures. However, the RDBMS automatically logs transactions that are completed. If the RDBMS crashes, an archive copy of the database is restored to disk, and the database is rolled forward to a point just before the failure. If any transactions were not completed, the database will be rolled back to the last completed transaction.

b.   <u>Policy</u>. RDBMS transaction logging is automatic and has default "checkpoint interval" of 20 minutes, which can be changed by the Database Administrator (DBA). Backups of the database must be performed a minimum of once per day. Backups of the application software can be conveniently performed when the database is backed up. Installation personnel will perform backups of applications, the ILIDB, and subject area databases.

d.   <u>Data Recovery</u>. In case the ISM program has been corrupted or destroyed, the backup copy is restored. To recover a destroyed database, the latest backup is restored and then the contents of the transaction log read in. When the system is restarted, it checks for the existence of a complete transaction and automatically recovers; the RDBMS notifies users when an automatic recovery from backup is being performed.

3.6 **SECURITY AND PRIVACY.**

The information contained in this application is designated unclassified sensitive-two (US-2). US-2 is unclassified information, which primarily must be protected to ensure its availability and/or integrity. This information also requires protection from unauthorized personnel to ensure confidentiality. Examples of US-2 include information dealing with logistics, medical care, personnel management, Privacy Act data, contractual data and *"For Official Use Only (FOUO)"* information.

All data, which is subject to the Privacy Act, pursuant to Public Law 93-579, will be handled in such a manner as to preclude unauthorized release of the information. The Personnel Locator application data tables will contain information that must be safeguarded against unauthorized assess.

Only users with a valid login ID and PASSWORD may access the EDMIS ISM. EDMIS SA must grant privileges to a user to access the various options of the ISM.

3.6.1 Threat Types.

There are several possible threats to which the system could be subjected. These threats are taken into consideration in the development of safeguards.

3.6.2 Unauthorized Access.

This type of threat concerns an individual attempting to gain access to the system who is not authorized to either use the system or has a "need to know". The system provides safeguards against these types of "hackers" or "idle curiosity seekers".

3.6.2.1 Fraud and Embezzlement.

This type of threat concerns an individual authorized system access attempting to falsify requisition records for the purpose of acquiring unauthorized items. The system provides safeguards against any one individual having complete control over an entire accounting transaction; and maintains permanent, unalterable audit logs of record access.

3.6.2.2 Other Threat.

This type of threat concerns the physical misappropriation of the computer containing the application program and its data bank/database. The system includes safeguards such as encryption of data elements, if appropriate, to prevent sensitive data from falling into the wrong hands by physical misappropriation of the system hardware.

3.6.2.3 Service Interruption/Degradation.

This type threat is normally related to scheduled or unscheduled availability of the system, to run the application as intended. The disruption may be due to power outages, environmental situations, etc. The system provides safeguards for restoring systems abnormally terminated/shut down.

3.6.2.4 Human Errors of Commission and Omission.

This type of threat is normally related to user carelessness or ignorance. The system provides safeguards by automatically performing edit checks for enumerated values, acceptable ranges, etc.

3.6.2.5 Privacy Violations.

This type of threat involves unauthorized release of personnel information protected under the Privacy Act of 1974, Section 5, United States Code 552a. Data elements identified as protected under the Privacy Act are safeguarded by the system through encryption, user access levels, or other controls as appropriate.

3.6.2.6 Sabotage.

This type of threat would most likely involve an authorized user deliberately erasing or otherwise

destroying system data files and/or backup file media. The system periodically determines duration between system sessions and last system backup. The system also periodically requires a backup to be generated if some predetermined number of sessions has occurred without the operator voluntarily performing a backup operation. The backup ensures that at least three separate backup copies are maintained and the system cycles through them interactively.

3.6.2.7   Industrial/Military Espionage.

This threat would normally involve a former user gaining access to the system for some personal benefit. The system provides safeguards to require inactive USERID to be deleted from the system. The system also requires periodic mandatory change of authorized user passwords.

WARNING

> IT IS A VIOLATION OF FEDERAL LAW TO ACCESS, COPY, OR OTHERWISE USE GOVERNMENT COMPUTER RESOURCES WITHOUT SPECIFIC AUTHORIZATION.

3.7   ASSISTANCE AND PROBLEM REPORTING.

Obtain assistance by contacting the Customer Assistance Office (CAO) at the appropriate ANSOC, unless instructed to report to an intermediate source first. Report problems using the procedures described in the Configuration Control Manual, AISM 25-P01-A11-AIX-CCM. Use DA Form 5005-R, "Engineering Change Proposal - Software (ECP-S)" to report the problem and submit it to the appropriate ANSOC. You may report the problems on the Fort Huachuca hot line DSN: 879-6798/6858 or on commercial line 1-800-305-3036.

4   INSTALLATION SETUP

4.1   PROCESSING OVERVIEW.

After logging in, users access EDMIS via statements in their shell profiles - the file ".profile". The command file ".setupISM", (in the user's home directory), is activated from this shell profile, which controls how EDMIS will be executed from that point on. After environment variables are set, the EDMIS main program "edmis_prg" is executed in the EDMIS home directory. When a menu selection is made that activates another program, the current program is suspended and the other program begins. After each program is terminated, (by pressing <F6>), the suspended program resumes. After the final program terminates, the exit statement in the user's shell is executed and the user is logged out. Any number of users can access EDMIS simultaneously, subject to limitations of the host system's resources, including the RDBMS. For details on installing EDMIS, refer to the EDMIS Software Installation Plan (SIP) manual.

4.2   COMMUNICATIONS OVERVIEW
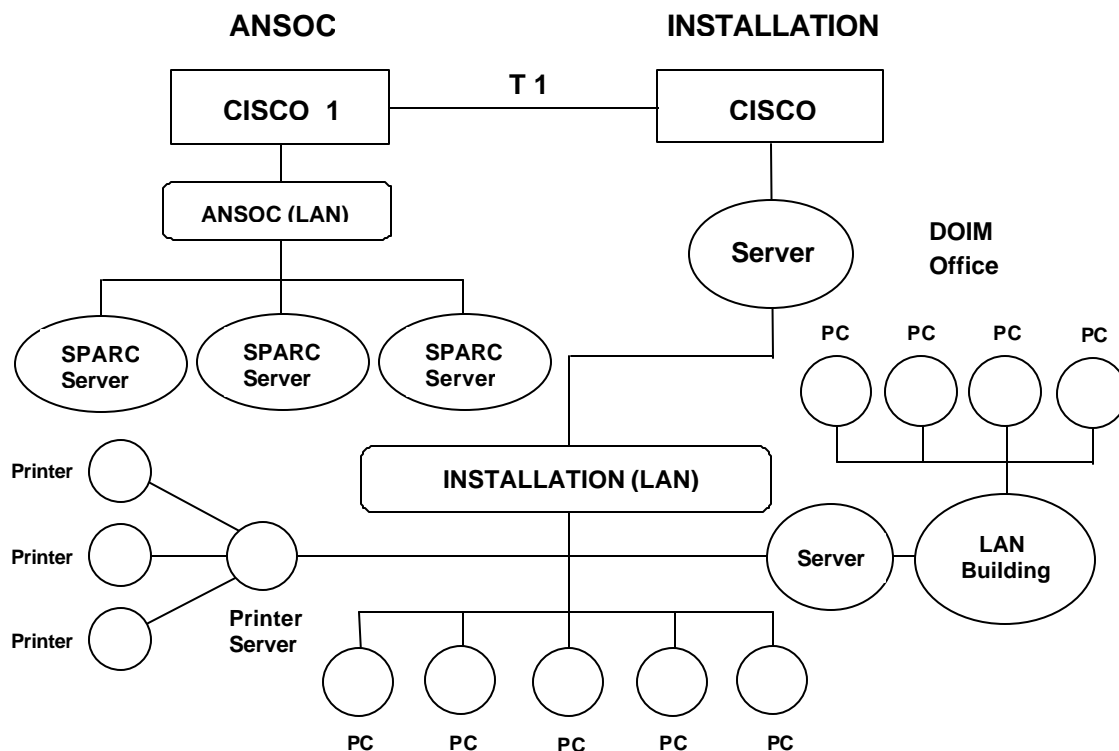
Figure 4.2-1. Communications Overview

The communications network involved within a typical system is shown in the chart in Figure 4.2-1.

4.3   SECURITY.

The ISM Security Support Plan (SSP), in accordance with AR 380-19, "Information Systems Security (ISS)", DOD 5200.28-STD and "DOD Trusted Computer System Evaluation Criteria" (TCSEC), categorizes the information processed by EDMIS as unclassified sensitive-two (US-2). This means that EDMIS processes unclassified information that must be protected primarily to ensure its availability or integrity. Passwords and access to information in the EDMIS system, and reports produced by it, must be protected against improper or accidental disclosure. Each user is issued a unique login name and

password. All access privileges and other authorization elements are associated with the login name. This information is maintained in a login profile for each user, which must not be printed or disclosed. User identity and authorization to access the information and functions delineated in the login profile are authenticated by the password. User requests for use of an access privilege are automatically denied unless the FA has granted that specific access privilege to the user. Users can be granted access to all the information they are entitled to, (by virtue of formal access approval), and no more.

4.3.1   Physical Safeguards.

Section IV of AR 380-19 specifies physical security objectives and safeguards. At a minimum, equipment will be protected as follows:

   a.   Systems that have unclassified files on non-removable media should be in a locked office or building during non-duty hours, or otherwise secured to prevent loss or damage.

   b.   Users will log off the computer whenever they leave the area.

4.3.2   Database Access.

Access to view or change EDMIS data is restricted to users who have at least "connect" permission to the SADB and the ILIDB. Persons having DBA permission authority can grant any level of permission, such as "connect", "resource", or "DBA", to other users, so access to these user accounts must be strictly controlled.

4.3.3   Installation-Specific applications Menu.

You can configure the Installation-Specific Applications Menu to make any program available, at the discretion of the EDMIS FA. You must exercise caution in choosing what programs to make available via this menu and which users have access to it. There is a risk to the security of other systems on the same host as EDMIS, depending on the specific programs installed.

4.3.4   Beginning EDMIS Processing.

After successfully logging-in to EDMIS via the ISM computer, you are ready to begin processing. Upon accessing EDMIS, a start-up 'warning' screen will appear.

Figure 4.3-1. Federal Warning Screen

   a.   To continue, press <Enter>.   Then, follow the instructions supplied in Section 5, Description of Runs.

   b.   To cancel and return to the **{Login:}** prompt, press <F6>.   Then, follow the appropriate procedure for disconnecting from the ISM computer.

5   DESCRIPTION OF RUNS.

This section describes EDMIS functional administration procedures. For software user procedures, including ad hoc query, refer to EDMIS SUM. For installation procedures, refer to the EDMIS SIP manual. The security profile for each EDMIS user that is set by the EDMIS administrator determines which functional areas and procedures a user has access to. This does not normally include administrative or initialization functions. The EDMIS administrator has access to all functional areas and procedures.

5.1   RUN INVENTORY.

EDMIS administrative procedures are listed below by item being acted upon. The menu path after each procedure indicates the EDMIS menu path needed to perform the procedure. For information on how to perform procedures, refer to section 1.4.2, Procedural Conventions. For an overall view of all EDMIS functions, refer to Figure 3.4-1, EDMIS Hierarchy Diagram.

Procedure Title	Path(s)
Telephone Support	5,1
Message	5,2
ISM Data Sheet	5,4
Add/Change Problem Report/ECP-S	6,1
Delete Problem Report/ECP-S	6,3
Submit Problem Report/ECP-S	6,4
Add/Change EDMIS User	7,1,1
Delete EDMIS User	7,1,2
Add Alternate ISM Administrator	7,1,3
Maintain Look-up Data	7,2,1
Add/Change Post Name/Address	7,2,2,1
Add/Change Education Services Officer	7,2,2,2
Add/Change FAST contracting office	7,2,2,3
Add/Change SEP Programs Chief	7,2,2,4
Add/Change Test Control Officer	7,2,2,5
Add/Change Learning Center	7,2,2,6,1
Delete Learning Center	7,2,2,6,2
Add/Change Education Center	7,2,2,7,1
Delete Learning Center	7,2,2,7,2
Education Center Properties	7,2,2,7,3
Maintain "EDMIS" Counselor Data	7,2,3
Add/Change Log menu item	7,2,4,1
Delete log menu item	7,2,4,2
Delete EDMIS Data	7,3
Add/Change Menu Entries	7,4,1
Delete Menu Entries	7,4,2
Add/Change Application Printers	7,5,1
Delete Application Printer	7,5,2
Select Elements to show	7,6,1
Add/Change element comments	7,6,2
Edit/Combine Generated 1821(s)	7,7,1
Delete Generated 1821	7,7,2
Generate local 1821	7,7,3
Generate Quarterly 1821	7,7,4
Add/Change EDMIS Unit information	7,8,1
Review EDMIS Unit information	7,8,2
Change EDMIS Unit list	7,8,3

After entering the EDMIS system, the "Master Menu" will appear. This is the menu from which you can access all other menus and screens.

```
                   Master Menu
     1.  Peacetime Menu
     2.  Transition to War Menu
     3.  Wartime Menu
     4.  Demobilization Menu
     5.  Customer Assistance Menu
     6.  Problem Reports/ECP-S Submission
    >7.  EDMIS Initialization/Admin Menu
     8.  Installation-Specific Applications Menu
     9.  View Documentation/Regulations Menu
```
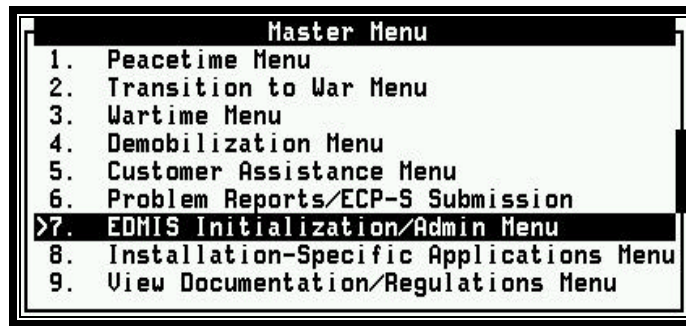
Figure 5.1-1. Master Menu

The "Peacetime Menu" contains the majority of user procedures. For administration procedures, refer to section 5.7, "EDMIS Initialization/Administration Menu", and section 5.8, "Installation-Specific Applications Menu".

5.2   BACKUP AND RESTORE PROCEDURES.

Both the EDMIS permanent files and database should be backed up as part of a daily (or more often) routine. This will help ensure continuity of operations if the system fails. A complete backup of EDMIS must be adequate to resume operations on the same or a similarly equipped machine within a few hours. Similarly equipped means that the operating system, utilities, and RDBMS are installed and that the machines share the same hardware instruction set. There is no backup utility within EDMIS. Section 7 shows a sample script to perform a backup.

5.3   DIAGNOSTIC PROCEDURES.

EDMIS does not have any diagnostic procedures.

5.4   ERROR MESSAGES.

EDMIS is an interactive system. If you make an error in entering information into a field, an explanatory message appears. This message describes the error and provides corrective procedures. EDMIS does not use numeric codes unless the error has occurred at the system level or in the operation of the RDBMS. In any case, whenever an error code appears, an explanatory message will also appear along with it.

5.5   CUSTOMER ASSISTANCE MENU.

This menu allows you to access the screens used for obtaining assistance by telephone, by message, for reporting a problem, and for obtaining EDMIS ISM data. Selection of this menu from the "Master Menu" will display the following menu.

```
              Master Menu                      Customer Assistance Menu
  1.  Peacetime Menu                          >1.   Telephonic
  2.  Transition to War Menu                   2.   Message
  3.  Wartime Menu                             3.   Problem Report
  4.  Demobilization Menu                      4.   ISM Data Sheet
 >5.  Customer Assistance Menu                99.   Return to Master Menu
  6.  Problem Reports/ECP-S Submission
  7.  EDMIS Initialization/Admin Menu
  8.  Installation-Specific Applications Menu
  9.  View Documentation/Regulations Menu
```
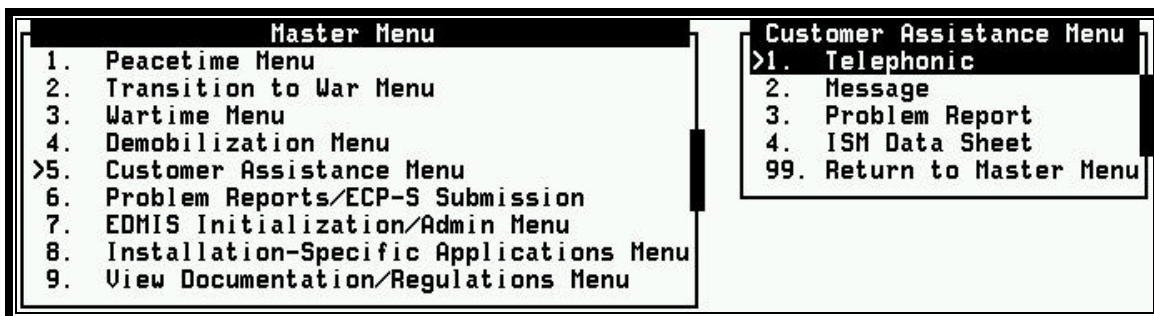
Figure 5.5-1. Customer Assistance Menu

5.5.1   Telephone Support.

This option allows you to obtain assistance by calling the ISM Customer Assistance Office (CAO). You can contact this office 24 hours per day seven (7) days per week. When you select this option from the "Customer Assistance Menu", the following screen will appear:

Figure 5.5-2. Telephonic

Please have the requested information available before the user places the phone call. The information required appears on the screen above. For more specific information, select "ISM Data Sheet" menu option.

5.5.2   Message.

This option allows you to record conversations or notes. You can send messages created through this module to selected addresses in electronic or in hard copy form, depending on interfaces available to the installation. This menu item is reserved for future development.

5.5.3   Problem Report (PR).

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. To get the information you need to report a problem with CIF, select menu item #3 and press <Enter>. The following screen will appear.

Figure 5.5-3. Problem Report

5.5.3.1   Add/Change Problem Report/ECP -S.

Refer to paragraph 5.6.1 for more details.

5.5.3.2   View Problem Report/ECP-S

Refer to paragraph 5.6.1.7 for more details.

5.5.3.3   Delete Problem Report/ ECP-S.

Refer to paragraph 5.6.1.8 for more details.

5.5.3.4   Submit Problem Report/ ECP-S.

Refer to paragraph 5.6.1.9 for more details.

5.5.3.5   ISM Data Sheet.

Use this procedure to display a fact sheet of information about EDMIS. The "ISM Data Sheet" screen allows you to obtain information on the EDMIS ISM. To obtain EDMIS ISM data, select this option from the "Customer Assistance Menu", and press <Enter>. The "ISM Data Sheet" will appear in two screens as shown.

```
          EDMIS ISM Data Sheet    (Page 1 of 2)

     1. ADS Code: P01
     2. SIC Code: A11
     3. ITM Process Supported: 19.5.3
             (Provide Administration Services)
     4. ISM Functional Proponent: DM, OCSA
     5. ISM SAFP: DCSPER
     6. ASD: SDC-W
     7. SDC: SDC-W




             RETURN = NEXT PAGE; F6 = CANCEL
```

Figure 5.5-4. ISM Data Sheet

Press <F3> to view the next page or <Enter> to resume the application.

```
          EDMIS ISM Data Sheet    (Page 2 of 2)

  8. General: This ISM is designed to satisfy two primary objectives.

      1. Assist the Counselor in advising the Soldier's Academic Career.

      2. Tracking the Soldiers Classes and the variety of tests taken.




             F8/F2 = PREV PAGE; RETURN to continue
```

5.6   PROBLEM REPORTS/ECP-S SUBMISSION

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. When you select this menu from the "Master Menu", the system displays the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S). In this option you can add a new ECP or PR or change one that is currently on the system. If the ECP-S has already been submitted then you will not be able to change it. Selection of this option from the "Master Menu" will display the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S).

```
┌─────────────────────────────────────┐
│     Problem Report/ECP-S Menu        │
│>1.  Add/Change Problem Report/ECP-S  │
│ 2.  View Problem Report/ECP-S        │
│ 3.  Delete Problem Report/ECP-S      │
│ 4.  Submit Problem Report/ECP-S      │
└─────────────────────────────────────┘
```

Figure 5.6-1. Problem Reports/ECP-S Submission Menu

5.6.1 Add/Change Problem Report/ECP-S.

Selection of this option from "Add/Change Problem Report/ECP-S Menu" will present the following screen.

```
┌──────────────────────────────────────────────────────────┐
│        ECP-S (DA5005-R)           (Page 1 of 4)           │
│             *_____*                                 │
│ Originator Number: LA2-A150-144   Type of Report: ECP-S___│
│                                                            │
│ To: _____   From: _____ │
│ ATTN: _____         _____ │
│                                                            │
│ Point of Contact: _____  Telephone: _____  │
│ Title: _____                             │
│                                                            │
│ Priority: _____                                        │
│ Application/Version:        _____           │
│ Executive SW Baseline/Version: _____        │
│ Problem Date: _____                                   │
│                                                            │
│ Job/Cycle/Program ID: _____│
│                                                            │
│ Title of Problem/Change:                                   │
│ _____ │
│        F3 = SAVE to continue; F6 = CANCEL                  │
└──────────────────────────────────────────────────────────┘
```

Figure 5.6-2. ECP-S - DA Form 5005-R (Page 1 of 4)

Use this form to enter the information to generate a DA Form 5005-R (ECP-S) for this ISM. You can then forward this printed form to the appropriate office for consideration.

You assign an originator number, comprising of AIS and Data Processing Installation (DPI) codes and an ECP or PR sequence number for tracking and identification of reports. Pressing <F2> from the **Originator Number** field will display a list of reports previously generated that you can select to modify.

Field	Description
Originator Number:	Enter 11 position number constructed as follows: Positions 1-3: AIS code. Use this 'three position' code to identify the system. You can find this on the ISM data sheet from the "Customer Assistance" option on the "Master Menu".
	Positions 4-7: DPI code. Use this 'four position' code to identify the installation submitting the DA Form 5005-R. Contact DOIM ISM Administrator for this code.
	Positions 8-11: Sequence Number. Use this four position all numeric code with the other two codes to uniquely identify the problem or ECP being reported on this DA Form 5005-R.
Type of Report:	Enter the type of report or press <F2> for choices. Select either ECP-S or Problem Report. See your FA for instructions on what constitutes a PR or ECP-S.
From:	Enter the Unit Name, Installation Name, and name of person reporting. Enter "D" for Defense Switched Network (DSN). Commercial telephone numbers should include the area code. Example: "Fort Lewis, Ms. Sullivan, XXX- 357-6495".

To:	Enter the name of the organization where you want this ECP-S to be sent.
ATTN:	Enter the name of the person to whose attention you wish the form directed. Example: "Mr. Sam Wilson".
Point of Contact:	Enter the name of the Point of Contact (POC).
Telephone:	Enter the telephone number of the POC.
Title:	Enter the title of the POC.
Priority:	Enter the Priority of the report, or press <F2> for choices.
Application/Version:	A Pre-populated Automatic Entry.
Executive SW Baseline/ Version:	Enter the user's Executive Software baseline. Example: P01-10.00
Problem Date:	Enter the date the problem was detected into the field in an accepted date format. You may enter "today" for the current date.
Job/Cycle/Program ID:	Enter the name or number of the problem job, cycle, and program. The number of characters available on both lines is 66.
Title of Problem/Change:	Enter a short description of the problem. Example: "Unit funds are incorrect". The number of characters available on both lines is 66.

Once you enter the required data in this screen, press <F3> to continue to the second page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

```
╔══════════════════════════════════════════════════════╗
║         ECP-S (DA5005-R)          (Page 2 of 4)       ║
║ Originator Number: LA2-A150-144                        ║
║ Description of Problem/Change:                         ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║  _____ ║
║     F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE  ║
╚══════════════════════════════════════════════════════╝
```

ECP-S - DA Form 5005-R (Page 2 of 4)

This is page two of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field gets populated automatically with the originator number entered on the first page of the form.
Description of Problem/ Change:	Enter a brief narrative describing the problem in sufficient detail to permit ready identification and evaluation. Include a list of supporting documentation available for research by SD. Example: "Balance for Unit Fund was correct. However, most financial statements for unit fund after year end are incorrect". The number of characters available is 960.

Once you enter the required data on the previous screen, press <F3> to continue to the third page of

the report or press <F6> to cancel. Pressing <F3> will display the following screen.

```
┌─────────────────────────────────────────────────┐
│        ECP-S (DA5005-R)          (Page 3 of 4)   │
│ Originator Number: LA2-A150-144                  │
│ Effect on User:                                  │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│                                                  │
│ Recommended Solution/Justification:              │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│                                                  │
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE │
└─────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 3 of 4)

This is page three of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field gets populated automatically with the originator number entered on the first page of the form.
Effect on User:	Enter a description of how the problem impacts on the user. Example: "Incorrect reports causing excessive expenditures of resources and lost time". The number of characters available is 420.
Recommended Solution/ Justification:	Enter a brief description of the recommended solution for problem and its justification. The number of characters available is 480.

After you complete entering information on the prior screen, press <F3> to continue to the fourth screen of the report or press <F6> to cancel. To return to previous page, press <F8/F4>. Pressing <F3> will display the following screen.

```
┌─────────────────────────────────────────────────┐
│        ECP-S (DA5005-R)          (Page 4 of 4)   │
│ Originator Number: LA2-A150-144                  │
│ Remarks:                                         │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│ ─────────────────────────────────────────────   │
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE │
│       F8/F1 = PRINT; F8/F3 = XMIT to transmit    │
└─────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 4 of 4)

Field	Description
Originator Number:	This field gets populated automatically with the originator number entered on the first page of the form.
Remarks:	Enter relevant remarks concerning the problem and its solution. The number of characters available is 900.

Processing options from screen 4 are as follows:

SAVE:	When you complete the problem report, press <F3> to save it.
CANCEL:	If you decide to cancel the problem report, press <F6>.

PREV PAGE: To return to the previous page, press <F8/F4>.

TRANSMIT: If you are ready to transmit the report, press <F8/F3>. This will present
                           the following warning screen before transmitting.

```
                        ┌──────────────────────────────────────────────┐
                        │                  WARNING                     │
                        │  Once you Submit a 5005-R, you will not be able to │
                        │ go back and change it.  You could go ahead and save it now, │
                        │ then re-submit it later through 'Submit ECP-S menu option. │
                        │                                              │
                        │      Press RETURN to Submit; F6 to Cancel    │
                        └──────────────────────────────────────────────┘
```
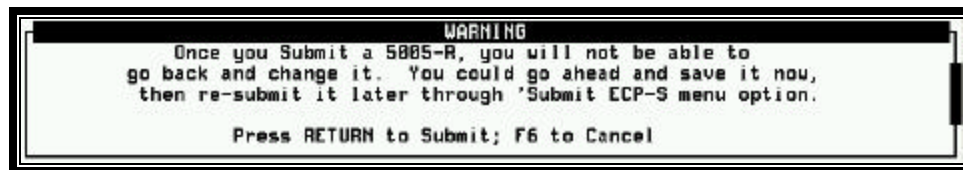
Press <Enter> to submit or <F6> to cancel the transmission request.

PRINT: To produce a printed copy of the report, press <F8/F1>.

5.6.1.1   Control Inputs.

To fill out an ECP-S, you require the originator number (a unique ECP-S identifier used to track and recall an ECP-S) and problem report date. The originator number, which is supplied to the user when filling out the ECP-S form, is composed of--

> ?   an AIS code
> ?   an unique site identifier
> ?   a site sequence number

Environment variables, which are set and exported in the ".strtusrISM" command file in the EDMIS runtime directory, control the following parameters:

> ?   Site sequence number that is generated and incremented automatically.
>
> ?   AISCODE, the identifying code assigned to EDMIS AIS
>
> ?   DPI Code, a unique four-digit site identifier that is preset in EDMIS at installation time
>
> ?   ECPDIR, indicates the path where the ECP-S input and output files are stored
>
> ?   ECPDB is the ISM identifier (EDMIS).

The environment variables allow this procedure to be used with various ISM applications at different sites without changing the procedure itself.

5.6.1.2   Management Information.

Use the ECP-S Originator Number for tracking and later recall of the ECP-S from the STARS. The system keeps the sequence number portion of this number [as an American Standard Code for Information Interchange (ASCII) string] in a file in the ECPDIR directory that has the suffix ".count". The filename is the concatenation of the ISM AIS Code and the local DPI code. The EDMIS screen banner includes the software version number, requested on the DA Form 5005-R.

5.6.1.3   Input/Output Files.

Data entered into each of the four screens for the electronic DA Form 5005-R are stored in ASCII text files named after the Originator Number with a screen sequence number (1, 2, 3 or 4) appended. A directory named by the ECPDIR variable keeps these files.

5.6.1.4   Output Reports.

If a LaserPro Express printer is available and has been configured for use as a laser printer with EDMIS (refer to Procedure 7,4,1) the print option will print a facsimile of the DA Form 5005-R, with the information entered. Otherwise, it will print an approximation to the DA Form 5005-R using ASCII characters. If you choose the electronic mail transmission option, the ASCII version is included as the text of a message with "DA Form 5005-R (ECP-S)" and the current date as the subject. The message can be directed to any addressee accessible from the EDMIS host. The size of the output is about two

pages.

5.6.1.5 Reproduced Output Reports.

You should keep copies or originals of ECP-S(s) in an ECP-S notebook until processed. Local procedure may dictate how many copies should be made for distribution and tracking.

5.6.1.6 Restart/Recovery Procedures.

There are no special restart or recovery procedures in the event of a system failure. The system stores ECP-S data in permanent files as it processes and saves each screen.

5.6.1.7 View Problem Report/ECP-S.

This option allows you to view an ECP or PR currently existing on the system. Selecting this option from the "Problem Report/ECP-S Menu" shows the following screen.

```
┌─────────────────────────────────────────────────────────────┐
│         View ECP-S (DA5005-R)      (Page 1 of 4)             │
│                      *VIEWING RECORD*                        │
│ Originator Number: P01-A15N-___    Type of Report: _____│
│                                                              │
│ To: _____  From: _____│
│ ATTN: _____        _____│
│                                                              │
│ Point of Contact:  _____  Telephone: _____ │
│ Title:             _____                          │
│                                                              │
│ Priority: _____                                          │
│ Application/Version:            _____          │
│ Executive SW Baseline/Version:  _____          │
│ Problem Date: _____                                     │
│                                                              │
│ Job/Cycle/Program ID:                                        │
│                                                              │
│ Title of Problem/Change:                                     │
│ _____ │
│         F3 = SAVE to continue; F6 = CANCEL                   │
└─────────────────────────────────────────────────────────────┘
```

View – ECP-S-DA Form 5005-R (Page 1 of 4)

Enter three characters to complete the Originator Number field for the ECP or PR you wish to view. You can press <F2> to view a list of the currently existing ECPs and PRs.

Press <F3> to view the next page or <F6> to cancel.

```
┌─────────────────────────────────────────────────────────────┐
│         View ECP-S (DA5005-R)      (Page 2 of 4)             │
│ Originator Number: LA2-M350-019                              │
│ Description of Problem/Change:                               │
│ training Donna_____│
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│ _____ │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE      │
└─────────────────────────────────────────────────────────────┘
```

ECP-S-DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌─────────────────────────────────────────────────────────┐
│          View ECP-S (DA5005-R)      (Page 3 of 4)       │
│ Originator Number: LA2-M350-019                         │
│ Effect on User:                                         │
│ Donna need to know                                      │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ Recommended Solution/Justification:                     │
│ help Donna                                              │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE│
└─────────────────────────────────────────────────────────┘
```

ECP-S- DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌─────────────────────────────────────────────────────────┐
│          View ECP-S (DA5005-R)      (Page 4 of 4)       │
│ Originator Number: LA2-M350-020                         │
│ Remarks:                                                │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│ ─────────────────────────────────────────────────────  │
│    F3 = SAVE to end view; F6 = CANCEL; F8/F4 = PREV PAGE│
│                    F8/F1 = PRINT;                       │
└─────────────────────────────────────────────────────────┘
```

ECP-S- DA Form 5005-R (Page 4 of 4)

The bottom of the screen shows several options from which to select. Pressing <F3> returns you to the "Problem Report/ECP-S Menu".

5.6.2   Delete Problem Report/ECP-S.

This option will allow you to delete an ECP or PR that is currently on the system. Selection of this option from "Problem Report/ECP-S Menu" will present the following screen.

Figure 5.6-3. Delete - ECP-S - DA Form 5005-R (Page 1 of 4)

Press <F3> to view the next page or <F6> to cancel.


ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```
┌─────────────────────────────────────────────────────────┐
│          Delete ECP-S (DA5005-R)    (Page 4 of 4)         │
│ Originator Number: LA2-M350-020                           │
│ Remarks:                                                  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│ _____  │
│                                                           │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE   │
│                  F8/F1 = PRINT;                           │
└─────────────────────────────────────────────────────────┘
```

ECP-S - DA Form 5005-R (Page 4 of 4)

Pressing <F3> will take you to the delete confirmation screen as shown.

```
┌──────────────────────────────────────────────────────────┐
│               DELETE ECP-S/PROBLEM REPORT                 │
│ Item(s) selected will be permanently removed from the database │
│                                                          │
│      Do you wish to delete the item(s) selected?  _      │
│                                                          │
│            F3 = SAVE to commit work; F6 = CANCEL          │
└──────────────────────────────────────────────────────────┘
```

Enter <Y> for Yes or <N> for No and press <F3> to commit work. Pressing <F6> will cancel the delete request.

5.6.3   Submit ECP/PR.

This option will allow you to submit an ECP-S to the Status Tracking and Reporting System (STARS) that has already been created through the Add/Change ECP/PR procedure. Selection of this option from "Problem Report/ECP-S Menu" will present the following screen.

```
┌──────────────────────────────────────────────────────────┐
│                    Submit ECP-S Menu                     │
│     Origin        Version      Priority   Modified Submit │
│                                                          │
│                                                          │
│                                                          │
│                                                          │
│                                                          │
│ F2 = MARK; RETURN to Submit; F6 = Cancel                 │
└──────────────────────────────────────────────────────────┘
```

Figure 5.6-4. Submit ECP/PR

This menu contains all of the ECP-S currently on the system. If the DA Form 5005-R has already been submitted then an 'Y' will appear in the far right column. You cannot re-submit a DA Form 5005-R. To submit a DA Form 5005-R that has not yet been submitted, highlight the ECP-S and mark it by pressing <F2>. Press <Enter> to submit or <F6> to cancel the request. Once you submit a DA Form 5005-R, it will remain on the system for one week before you can delete it off the system. If you have marked an ECP-S that has already been submitted and pressed <Enter>, then the system will display the following error message.

```
┌──────────────────────────────────────────────────────────┐
│                          ERROR                           │
│ The ECP LA2-S113-136 has already been submitted on 1997/12/23. │
│                                                          │
│                    RETURN to continue                    │
└──────────────────────────────────────────────────────────┘
```

Press <Enter> to continue.

5.7 EDMIS INITIALIZATION/ADMINISTRATION MENU.

This menu gives the FA access to functions used to initialize (set-up) the application and to perform the system administration functions described in the following paragraphs. Refer to the EDMIS SIP if you are setting-up EDMIS at your installation for the first time. Selection of option #7 from the "Master Menu" provides system administration functions for use during implementation and, as necessary, to accommodate changes and corrections to EDMIS for an installation. Authorization to the subroutines described in this section may be limited. If you need to perform the following functions and cannot access the functions described in this section, contact your FA. Selection of this menu from the "Master Menu" will display the following screen.

```
         EDMIS Initialization/Admin Menu
>1.   Security Administration Menu
 2.   Customize EDMIS Data Menu
 3.   Delete EDMIS Data
 4.   Setup Installation-Specific Applications Menu
 5.   Peripheral Administration Menu
 6.   Ad Hoc Query Administration Menu
 7.   DA 1821 Maintenance Menu
 8.   EDMIS Unit Table Maintenance
 99.  Return to Master Menu
```

Figure 5.7-1. EDMIS Initialization/Administration Menu

Highlight your selection and press <Enter>.

5.7.1 Security Administration Menu

The FA must set up EDMIS user accounts with USERID and passwords. For each account, the FA can define security and access privileges. Access to these functions is restricted. The FA can add users; change user access privileges; delete users; and add alternate administrators.

Only EDMIS users that are authorized can access the "Security Administration Menu". Alternate administrators can set-up to perform EDMIS FA administration functions. To grant a user access to the EDMIS database and the ILIDB, DBA access is required to both of these databases. To add a user to EDMIS, the FA must know the valid UNIX system login name.

Initially, each user must be added by the ANSOC as a UNIX system user BEFORE being added by the FA as an EDMIS user. To do this, the FA submits a list of prospective users to the system administrator at the ANSOC, which creates UNIX user accounts and assigns the login names and passwords.

Selection of this menu from the "EDMIS Initialization/Administration Menu" will present the following screen.

```
        Security Administration Menu
>1.   Add/Change EDMIS User
 2.   Delete EDMIS User
 3.   Add Alternate ISM Administrator
 99.  Return to Master Menu
```

Figure 5.7-2. Security Administration Menu

Highlight your selection and press <Enter>.

5.7.1.1 Add/Change EDMIS User

This option allows access privileges for users on the ISM database. A user should automatically have resource permissions to the ISM database. Aside from database privileges, to give a user the ability to

add other users to the ISM, the user must be given manual permission and read/write permissions to the ISM directory. Select this function to add a new user to EDMIS and to grant or change user access to functions.

a. Adding a user to EDMIS affects input/output as follows:

(1) Each login profile file (".profile") is modified to add the following lines:
exec .setupISM
exit

The result is that the user immediately runs EDMIS upon logging in, and is logged-out immediately upon exiting EDMIS. Refer to the file ".setupISM" for more information.

(2) Each user is granted "connect" access permission to the EDMIS database and ILIDB. The Oracle SQL Reference Manual contains details.

(3) A record is added to the EDMIS security table for each functional area that the user is granted access to. These records identify the user and are examined at run time to grant or deny permission to the functional areas listed below. All the security records for a user are called the user's "security profile".

b. Changing EDMIS user access modifies the security profile. This means that records are added or deleted, as appropriate, from the security table.

TO ADD A USER OR CHANGE ACCESS INFORMATION--

STEP 1. Use Procedure 7.1.1 to display the add/change screen.

Figure 5.7-3. Add/Change EDMIS User

STEP 2. Enter the log-in name (obtained from the ANSOC) and press <Enter>. If you entered a log-in name that does not correspond to a valid UNIX system user, an "ERROR - No Such USER!" message will appear.

STEP 3. Enter <Y> next to the privileges you want to grant, and <N> next to the privileges you want to deny. (For all new users, the privileges would have default of "N".)

STEP 4. Press <F3> to save the new user or changes and return to the previous screen.

5.7.1.2 Delete EDMIS User.

This option allows you to delete users from the application. To change information about a user, highlight the "Add/Change EDMIS User" option and press <Enter>. Select this function to delete a valid user from EDMIS. Deleting a user from EDMIS affects input/output as follows:

      a.   The user's login file (".profile") is modified so that the following command is removed:
                       exec .setupISM
                       exit
                       The result is that upon logging in, the user is immediately logged out.

      b.   Access permissions to the EDMIS database and ILIDB are revoked.

      c.   Appropriate security profile records are removed from the EDMIS database.

STEP 1.   Use Procedure 7.1.2 to display the delete screen.

Figure 5.7-4. Delete EDMIS User

STEP 2.   Enter the user log name and press <F3> to delete. The system will display the following delete confirmation screen.

Enter <Y> and press <Enter> to delete the record or <N> and press <Enter> to cancel the delete request. Pressing <F6> will also abort the delete request and take you back to "Security Administration Menu". If you have entered a user log name that does not correspond to a valid UNIX system user, the system will display an error message. Otherwise, the system will delete the user identified. If you attempt to delete someone who is not a user or the ISM administrator, then the system will display an error message screen.

Once you delete a user Log name, then you will not be able to retrieve his name. But you can add back this user into the database with "Add/Change EDMIS User". Once you remove a user, then you must treat this user as a new user in order to regain access to the application.

5.7.1.3 Add Alternate ISM Administrator

Select this option from the "Security Administration Menu" to designate users who will have administrator privileges equivalent to the "edmis" login. The system will display the following screen.

Figure 5.7-5. Add Alternate ISM Administrator

This screen requests the logname of the user that you want to grant administration privileges to. Enter a valid user name and press <F3> when done.

5.7.2   Customize EDMIS Data Menu.

This menu contains items that let the FA customize EDMIS data for use at a particular installation. In this menu you can add, change, and delete information specific to this ISM. Selection of this option from the "EDMIS Initialization/Administration Menu" will present the following screen.

```
        Customize EDMIS Data Menu
>1.  Maintain Look-up Data Menu
 2.  Maintain Name/Address Data Menu
 3.  Maintain "Edmis" Counselor Data
 4.  Counselors Log Menu
99.  Return to Master Menu
```
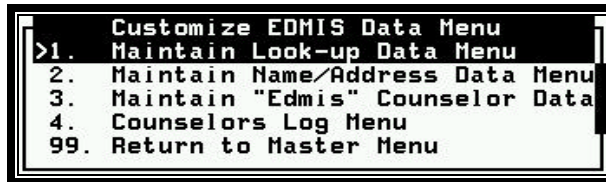
Figure 5.7-6. Customize EDMIS Data Menu

Highlight your selection and press <Enter>.

5.7.2.1   Maintain Look-up Data

This menu allows you to change look-up data in the look-up table, for example, Fund Site data. Selection of this option from the "Customize EDMIS Data Menu" will present the following screen.

```
                    Maintain Look-up Data
 DAYS FOR INPROCESSED  LOWEST GRD LEXPR    LOWEST GRD LMECH
>LOWEST GRD MCOMP      LOWEST GRD MCONC    LOWEST GRD RCOMPR
 LOWEST GRD RVOCAB
```
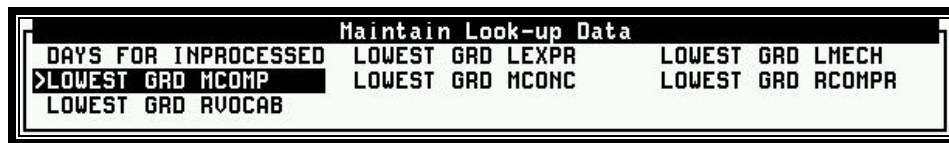
Figure 5.7-7. Maintain Look-up Data

Highlight your selection and press <Enter>. The following screen will appear.

```
                   Change Look-up Data

   DAYS FOR INPROCESSED

   30.0

          F3 = SAVE to continue; F6 = CANCEL to abort
```
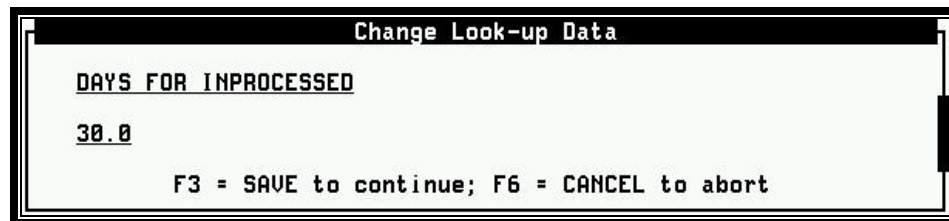
Press <F3> to save or <F6> to cancel.

5.7.2.2   Maintain Name/Address Data Menu

Selection of this option from the "Customize EDMIS Data Menu" will present the following screen.

```
 Maintain Name/Address Data Menu
>1.  Post Name/Address
 2.  Education Services Officer
 3.  FAST Contracting Officer
 4.  SEP Programs Chief
 5.  Test Control Officer
 6.  Learning Center Menu
 7.  Education Center Menu
99.  Return to Master Menu
```
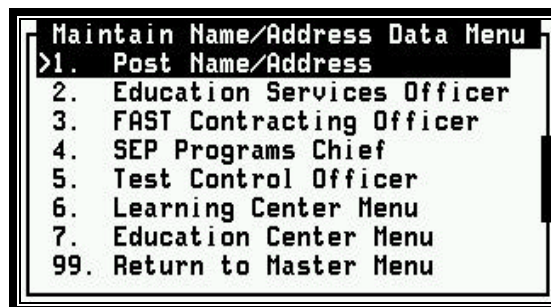
Figure 5.7-8. Maintain Name/Address Data Menu

To access any of these above items, use the arrow key to highlight that particular item or by typing the number of the item that you want to access and press <Enter>.

5.7.2.3   Post Name/Address

Use this option to add/change the address. Selection of this option from the "Maintain Name/ Address

Data Menu" will present the following screen.

```
        EDUCATION CENTERS
 >1    FORT CAMPBELL
  2    FORT BRAGG
  A    FORT ARMY
```

Highlight your selection and press <Enter>. The following screen will appear.

```
                    Post Name/Address

                    *CHANGING RECORD*

    MACOM: XXXXXXX                 NAME: FORT LEE

  ADDRESS: 961 BISHOP LOOP RD

     CITY: PETERSBURG          STATE: VA    ZIP CODE: 23801-1811

COMM PHONE: 765-3572           DSN PHONE: 370-8158

  DSN FAX: 370-8168


            F3 = SAVE Name and Address;   F6 = CANCEL
```

Figure 5.7-9. Post Name/Address

To add an address, type the required information into the blank field. To change an address, type a name that already exists in the database into the name field. If the name existed the rest of the information will display on each field.

Field	Description
Macom	Major Command
Name:	Enter an individual's or a company's name.
Street Address:	Enter a street address of an individual or a company.
City:	Enter a city with the maximum length of 27 characters.
State Code:	Enter a maximum length of 2 characters.
Comm Phone:	Enter a telephone number with or without a dash.
DSN Phone:	Defense Switching Network Phone Number
DSN Fax:	Defense Switching Network Fax Number
Zip Code:	Enter a 5 to 10 character alphanumeric zip code.

Press <F3> to save the name and address or <F6> to cancel.

5.7.2.4   Education Services Officer

Use this option to add or change the address of an ESO. Selection of this option from the "Maintain Name/Address Data Menu" will present the following screen.

```
        EDUCATION CENTERS
  1    FORT CAMPBELL
 >2    FORT BRAGG
  A    FORT ARMY
```

Highlight your selection and press <Enter>. The following screen will appear.

Figure 5.7-10. Education Services Officer

To add an address, type the required information into the blank fields. To change an address, type a name that already exists in the database into the name field. If the name existed the rest of the information will display on each field. After entering the fields press <F3> to SAVE or <F6> to cancel the operation.

5.7.2.5   FAST Contracting Officer

Use this option to add/change the address of "Functional Academic Skills Training (FAST)" contracting office. Selection of this option from the "Maintain Name/Address Data Menu" will present the following screen.

Highlight your selection and press <Enter>. The following screen will appear.

Figure 5.7-11. FAST Contracting Office

To add an address, type in the required information into the blank fields. To change an address, type in a name that already exists in the database into the name field. If the name existed the rest of the information will display on each field. After entering the fields press <F3> to SAVE or <F6> to cancel the operation.

5.7.2.6   SEP Programs Chief

Use this option to add/change an address of the Secondary Education Programs (SEP) chief. Selection of this option from the "Maintain Name/Address Data Menu" will present the following screen.

```
          EDUCATION CENTERS
   1      FORT CAMPBELL
  >2      FORT BRAGG
   A      FORT ARMY
```

Highlight your selection and press <Enter>. The following screen will appear.

```
                    SEP Programs Chief

                   +CHANGING RECORD+

      NAME: Carl " Mike " Ross

   ADDRESS: ATTN: ATZM-PTS-E, Bldg 8835

      CITY: FORT LEE              STATE: VA  ZIP CODE: 23801-1811

 COMM PHONE: 765-3535            DSN PHONE: 437-0126

   DSN FAX: 437-0128

    E-MAIL: ross@lee.mil

           F3 = SAVE Name and Address;  F6 = CANCEL
```

Figure 5.7-12. SEP Programs Chief

To add an address, type the required information into the blank fields. To change an address, type a name that already exists in the database into the name field. If the name existed the rest of the information will display on each field. After entering the fields press <F3> to SAVE or <F6> to cancel the operation.

5.7.2.7   Test Control Officer

Use this option to add or modify the name and/or address of the Test Control Officer. Selection of this option from the "Maintain Name/Address Data Menu" will present the following screen.

```
          EDUCATION CENTERS
   1      FORT CAMPBELL
  >2      FORT BRAGG
   A      FORT ARMY
```

Highlight your selection and press <Enter>. The following screen will appear.

```
             Add/Change Test Center Address

                   *CHANGING RECORD*

   Test Center Name:    _____

   Address line one:    _____

   Address line two:    _____

   Address line three:  _____

          ID Number:    _____

      TCO/ATCO Name:    _____

   Incoming TCO Name:   _____

             F3 = SAVE; F6 = CANCEL
```

Figure 5.7-13. Add/Change Test Center Address

The field data will automatically be generated from the database when changing a record, except for the field description listed below.

Field   Description

Incoming TCO Name: Enter the incoming TCO Name.

Press <F3> to save data and return to Figure 5.7-10.

5.7.2.8   Learning Center Menu

Use this menu to add a new Learning Center or change or delete an existing one. Selection of option #6 from the "Maintain Name/Address Data Menu" will display the following menu.

```
          Learning Center Menu
>1.   Add/Change Learning Center
 2.   Delete Learning Center
99.  Return to Master Menu
```

Figure 5.7-14. Learning Center Menu

Highlight your selection and press <Enter>.

5.7.2.9   Add/Change Learning Center

Use this option to add a new Learning Center or change an existing one. Selection of option #1 from the "Learning Center Menu" will display the following screen for adding or changing a Learning Center.

```
      Add/Change Learning Center
            *_____*

Learning Center: _

Description: _____

Education Center Affiliation: _

         F3 = SAVE; F6 = CANCEL
```

Figure 5.7-15. Add/Change Learning Center

Use this screen to add a new learning center or change the data associated with an existing learning center.

Field   Description
Learning Center: Enter the code for the Learning Center or press <F2> for choices.

```
              Learning Centers
 1   LEARNING RESOURCE CENTER    FORT  CAMPBELL
>2   ARMY EDUCATION CENTER       FORT  CAMPBELL
 3   T'S LEARNING CENTER         FORT  CAMPBELL
 5   TESTING                     FORT  BRAGG
 6   ADMIN                       FORT  CAMPBELL
 8   BSEP                        FORT  CAMPBELL
```

Description: Enter the description of this learning center.

Press <F3> to save or <F6> to cancel.

5.7.2.10   Delete Learning Center

Selection of option #2 from the "Learning Center Menu" will display the following screen for deleting a Learning Center.

```
                Delete Learning Center
 1   LEARNING RESOURCE CENTER       AT FORT CAMPBELL
>2   ARMY EDUCATION CENTER          AT FORT CAMPBELL
 3   T'S LEARNING CENTER            AT FORT CAMPBELL
 5   TESTING                        AT FORT BRAGG
 6   ADMIN                          AT FORT CAMPBELL
 8   BSEP                           AT FORT CAMPBELL
```

Figure 5.7-16. Delete Learning Center

Highlight the Learning Center you wish to delete and press <Enter>. The system will prompt you with the following confirmation screen before deletion.

```
╔═══════════════════════════════════════════════╗
║        Delete Learning Center Confirmation      ║
║                                                 ║
║                                                 ║
║       Deleted item will be permanently removed  from  ║
║       the database.  Are you certain you wish to delete? ║
║                                                 ║
║                                                 ║
║                                                 ║
║                                                 ║
║                                                 ║
║                                                 ║
║     Return to proceed with delete; F6 = CANCEL to abort  ║
╚═══════════════════════════════════════════════╝
```
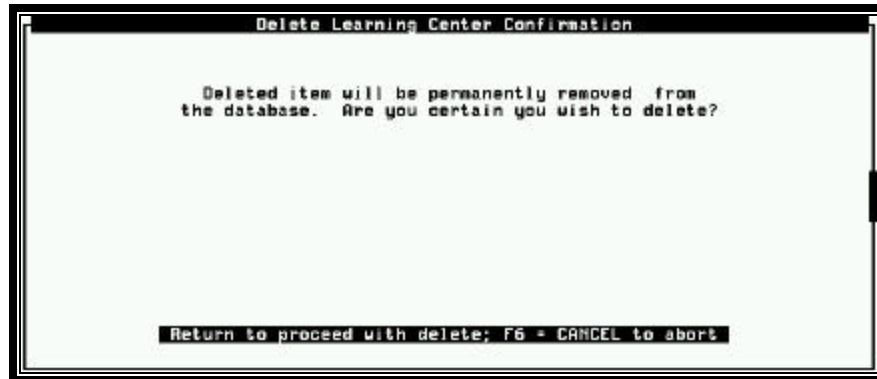
Enter <Y> if you want to delete and <N> if you don't want to delete. Press <F3> to commit the work or <F6> to cancel the delete request.

5.7.2.11 Education Center Menu

Selection of option #7 from the "Maintain Name/Address Data Menu" will display the following menu.

```
╔═══════════════════════════════════════╗
║        Education Center Menu            ║
║ >1.  Add/Change Education Center        ║
║  2.  Delete Education Center            ║
║  3.  Education Center Properties        ║
║ 99.  Return to Master Menu              ║
╚═══════════════════════════════════════╝
```
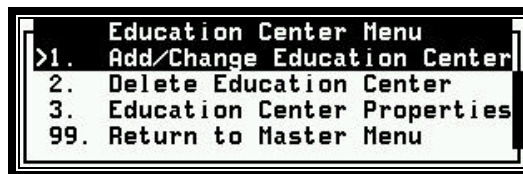
Figure 5.7-17. Education Center Menu

5.7.2.12 Add/Change Education Center

Selection of option #1 from the "Education Center Menu" will display the following screen.

```
╔═══════════════════════════════════════════════╗
║            Add/Change Education Center           ║
║                 +_____+               ║
║ Education Center: _                             ║
║      Description: _____        ║
║   Street Address: _____        ║
║             City: _____        ║
║            State: __      Zip: _____         ║
║            Phone: _____             ║
║    Office Symbol: _____        ║
║              F3 = SAVE;  F6 = CANCEL             ║
╚═══════════════════════════════════════════════╝
```

Figure 5.7-18. Add/Change Education Center

Field   Description
Education Center   Enter the code for the Education Center or press <F2> for choices.

```
╔═══════════════════════════════════╗
║        EDUCATION CENTERS           ║
║   1    FORT CAMPBELL               ║
║ >2     FORT BRAGG                  ║
║  A     FORT ARMY                   ║
╚═══════════════════════════════════╝
```

Description:	Enter the description of this education center.
Street Address:	Enter the street of this education center.
City:	Enter the city of the education center.
State:	Enter the state of the education center.
Zip:	Enter the zip code of the education center.
Phone:	Enter the phone number of the education center.
Office symbol:	Enter the Office symbol code.

Press <F3> to save or <F6> to cancel.

5.7.2.13 Delete Education Center

Selection of option #2 from the "Education Center Menu" will display the following screen.

```
      Delete Education Center
 1      FORT CAMPBELL
>2      FORT BRAGG
 A      FORT ARMY
```

Figure 5.7-19. Delete Education Center

Move the cursor to highlight the Education Center you wish to delete and press <Enter>. Before the Education Center is deleted the following delete confirmation screen will appear.

```
          Delete Education Center Confirmation



       Deleted item will be permanently removed  from
       the database.  Are you certain you wish to delete?

















     Return to proceed with delete; F6 = CANCEL to abort
```
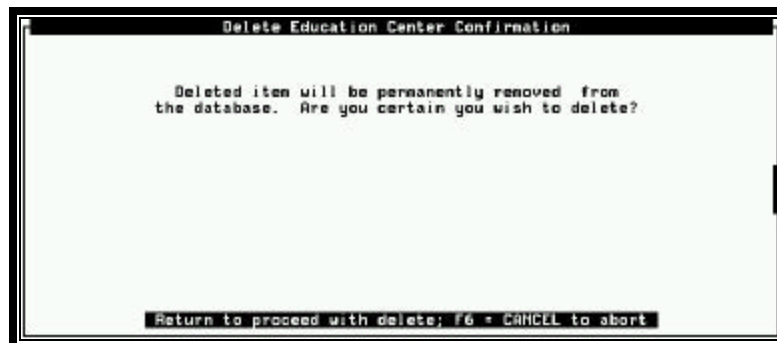
Press <Enter> to proceed with deletion or <F6> to cancel the delete request.

5.7.2.14 Education Center Properties

Use this option to obtain information on the Learning Centers and Officers associated with each education center. Selection of #3 from the "Education Center Menu" will display the following screen.

```
            Education Center Properties
>1    FORT CAMPBELL
        LEARNING CENTERS
              LEARNING RESOURCE CENTER
              ARMY EDUCATION CENTER
              ADMIN
              BSEP
              T'S LEARNING CENTER
        EDUCATION SERVICES OFFICER
              Robert G. Faires, ESO xxxxx
        FAST CONTRACTING OFFICER
              jkfjsda;lkjlk;jf;lkfjlkdjf;
        SEP PROGRAMS CHIEF
              Robert G. Faires
        TEST CENTER OFFICER
              Debbie Griffey
   ----------------------------------------------------
 2    FORT BRAGG
        LEARNING CENTERS
```
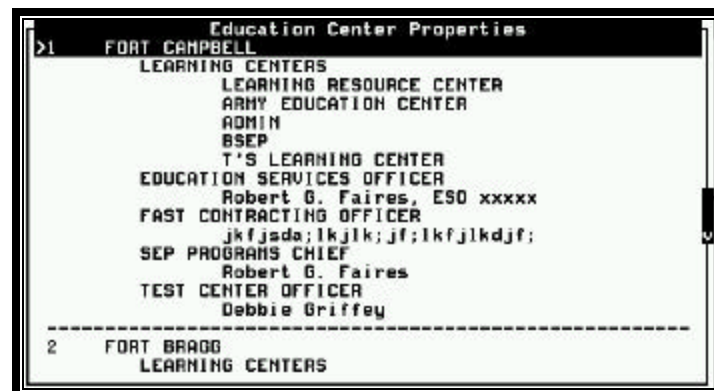
Figure 5.7-20. Education Center Properties

5.7.2.15 Maintain "EDMIS" Counselor Data

Use this option to add or change Counselor's information. Selection of option #3 from the "Customize EDMIS Data Menu" permits adding/changing of data for the EDMIS FA by using the following screen.

```
┌───────────────────────────────────────────────────────┐
│                   Counselor Information                │
│                                                        │
│                 * CHANGING RECORD *                    │
│                                                        │
│  Counselor SSN: 929292929     Counselor Name: THE COUNSELOR      │
│                                                        │
│  L.C. Location: 1             Counselor Location: SDCW         │
│                                                        │
│  Phone: 555 9898              Alternate Phone: 555 1902          │
│                                                        │
│            F3 = SAVE to continue; F6 = CANCEL          │
└───────────────────────────────────────────────────────┘
```

Figure 5.7-21. Counselor Information

To change or update counselor's information, enter the counselor's SSN. If the Counselor's SSN exists in the database, the rest of the fields will be populated with data. To add a new counselor, simply fill in the form. After any addition or modification press <F3> to save or <F6> to cancel.

5.7.2.16 Counselors Log Menu

Use this menu to add/change or delete the selections in the Log Menu. Select option #4 from the "Customize EDMIS Data Menu" to access the next screen.

```
┌────────────────────────────────────┐  ┌────────────────────────────────┐
│     Customize EDMIS Data Menu      │  │     Counselors Log Menu        │
│  1.  Maintain Look-up Data Menu    │  │ >1.  Add/Change Log Menu Item  │
│  2.  Maintain Name/Address Data Menu│  │  2.  Delete Log Menu Item      │
│  3.  Maintain "Edmis" Counselor Data│  │ 99.  Return to Master Menu     │
│ >4.  Counselors Log Menu           │  └────────────────────────────────┘
│ 99.  Return to Master Menu         │
└────────────────────────────────────┘
```

Figure 5.7-22. Counselors Log Menu

5.7.2.17 Add/Change Log Menu Item

Use this option to add/change the selections in the Log Menu. Select option #1 from the "Counselors Log Menu" to access this screen.

```
┌───────────────────────────────────────────────────────┐
│          Add/Change Counselors Log Menu Items         │
│                  *_____*                    │
│                                                        │
│  Code: __      Count on 1821: _    Count on Counselor's Log Report: _  │
│                                                        │
│  Include Form: _    Form Name: _____         │
│                                                        │
│  Menu Notes: _____     │
│                                                        │
│  Description:                                          │
│  _____ │
│                                                        │
│                  F3 = Save;  F6 = Cancel              │
└───────────────────────────────────────────────────────┘
```

Figure 5.7-23. Add/Change Log Menu Item

Field   Description

Code: To add a code to the menu, the code must be characters in the alphabet. Enter the code or press <F2> for choices.

```
┌─────────────────────────────────────────┐
│        Counselor's Log Code Options      │
│  01  Applied for On-Duty Training        │
│ >02  Applied for NCO Lead Dev            │
│  03  Applied for ESL                     │
│  04  Applied for College Course (Self-Pay)│
│  10  HEADSTART/GATEWAY (LANGUAGE)         │
│  11  Counseled on College Programs       │
│  12  Counseled on Green to Gold          │
│  13  Establish/refine degree plan        │
│  14  Other counseling                    │
│  21  Issued TA Form                      │
│  22  Issued VA Application               │
│  23  Issued Financial Aid Application    │
│  31  Referred to Army Learning Center    │
│  32  Referred to On-Duty Programs Coordinator│
│  33  Referred to Language Laboratory     │
│  34  Referred to Computer Laboratory     │
│  40  Approved to take TABE               │
│  41  Approved to take GED                │
│                                          │
│ Highlight your selection and press RETURN│
└─────────────────────────────────────────┘
```

1821:	If you want this Log to be present on the 1821 form, enter <Y>.
Counselor Log:	If you want this Log to be present on the counselors' log enter <Y>.
Include Form:	If you want to include another form with this Log then enter <Y>.
Form Name:	To get to this field you must enter a <Y> in the previous field. Press <F2> to get the form name or enter the form name if you already know it.
Notes:	Enter the note you want to appear on the menu.
Description:	Enter the description of the log.

By completing this form, you can have the system produce a unique user note/ note code. You will be asked if a form is to be included. If the reply is "yes", you can use <F2> to select a form name. Entering a form name will give the counselor an option to print that form letter when counselor notes are saved during a counseling session. When you complete the screen, press <F3>.

5.7.2.18 Delete Log Menu Item

Select this item to delete items in the "Add/Change Counselor Note form" and the "Counselor's Time Sheet form". Select option #2 from the "Counselors Log Menu" to access this screen.

```
┌─────────────────────────────────────────┐
│        Delete Counselor Log Item         │
│  AA   ENROLLED IN BSEP                   │
│ >AB   DISCUSSED TABE SCORES              │
│  AC   SOCAD                              │
│  AD   MANDATORY EDUCATION TRANSITION (PSSP)│
│  AE   AARTS MEMO SENT TO SM              │
└─────────────────────────────────────────┘
```

Figure 5.7-24. Delete Log Menu Item

Highlight the note you wish to delete and press <Enter>. The system will prompt you with the following confirmation screen before deletion.
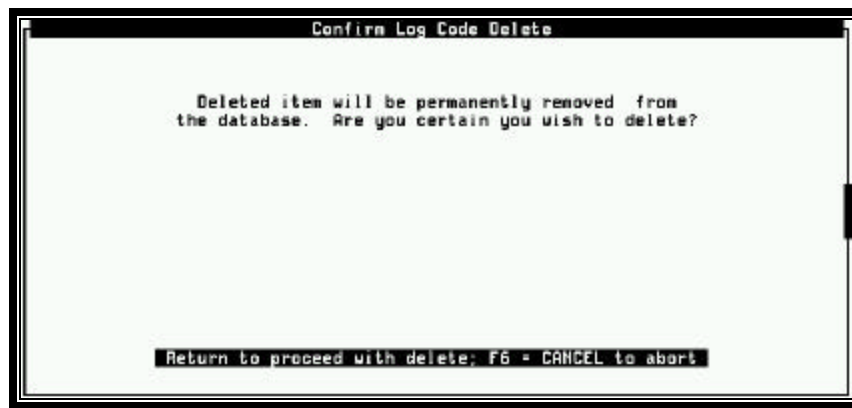
Press <Enter> to proceed with delete or <F6> to cancel the delete request.

5.7.3 Delete EDMIS Data

Use this item to remove the records of individuals from the database. Selection of option #3 from the "EDMIS Initialization/Administration Menu", will display the following screen.
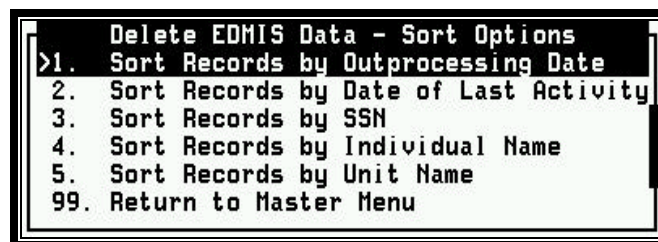
Figure 5.7-25. Delete EDMIS Data

Highlight your sort selection and press <Enter>. The following screen will appear while the sorting is taking place.
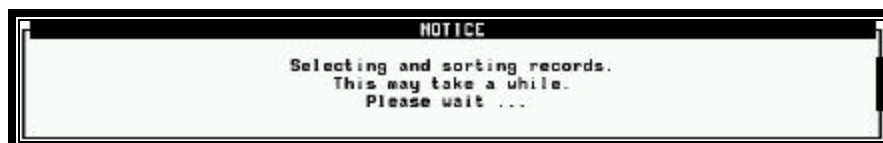
When the sorting is complete, the following screen will appear.
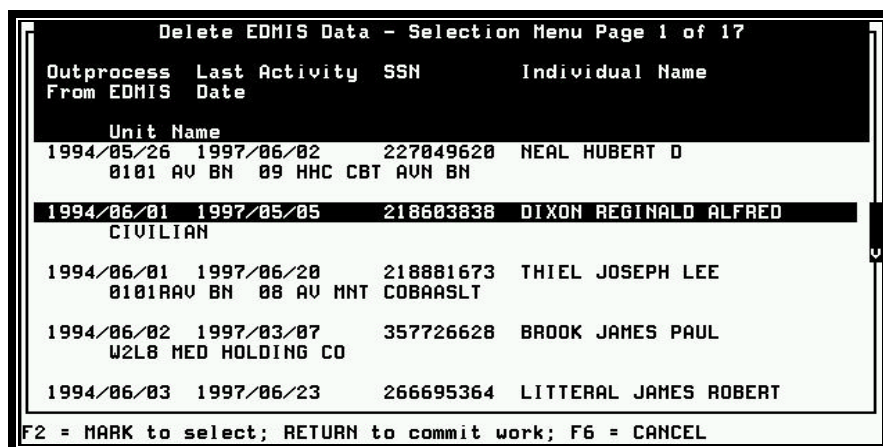
This screen will have the column on the far left selected for sort. Follow the prompt to select the records for deletion and press <Enter>. The system will prompt from the following delete confirmation screen before deletion.

```
┌─────────── Delete Edmis Data Confirmation ───────────┐
│                                                      │
│  Deleting Data is NOT an archive, it permanently removes the data!!! │
│                                                      │
│            RETURN to continue; F6 = CANCEL           │
└──────────────────────────────────────────────────────┘
```
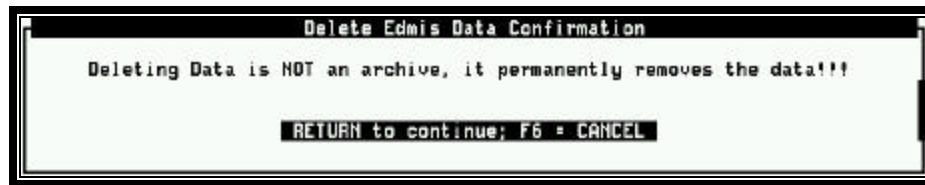
Press <Enter> to proceed with deletion or <F6> to cancel the delete request.

5.7.4   Setup Installation-Specific Menu

This menu allows the FA to add or delete items on the Installation-Specific Applications Menu, which contains entry points for various programs that are found at that particular location. Select this menu from the "EDMIS Initialization/Administration Menu" to display the following screen.

```
┌──────────────────────────────────────────────┐
│  SETUP INSTALLATION-SPECIFIC APPLICATIONS     │
│ >1.   Add/Change Menu Entries                 │
│  2.   Delete Menu Entries                     │
│  99. Return to the Master Menu                │
└──────────────────────────────────────────────┘
```

Figure 5.7-26. Setup Installation-Specific Applications Menu

Highlight your selection and press <Enter>.

5.7.4.1   Add/Change Menu Entries

Use this procedure to add or modify entries on the Installation-Specific Applications Menu. The entries on this menu are stored in a table in the "edmis" database and each entry consists of two parts:

    a.   Descriptive text, consisting of up to 60 alphanumeric characters, that is displayed on the Installation Specific Menu.

    b.   A UNIX shell command, consisting of up to 60 alphanumeric characters, is executed when the corresponding item is selected. This lets the FA add a new menu item or change an existing one.

When you select "Add/Change Menu Entries" the following menu will appear.

```
┌── Add/Change Menu Entries ──┐
│ >*** ADD RECORD             │
│  1. Unix prompt!            │
└─────────────────────────────┘
```

Figure 5.7-27. Add/Change Menu Entries

When you select "ADD RECORD" the following screen appears.

```
┌──────────────── Add/Change Menu Entry ────────────────┐
│                                                       │
│                  *  ADDING RECORD  *                  │
│                                                       │
│  Item Description:                                    │
│  _____  │
│                                                       │
│  Command Line:                                        │
│  _____  │
│                                                       │
│          F3 = SAVE to commit work; F6 = CANCEL        │
└───────────────────────────────────────────────────────┘
```

The screen will prompt you for the following information.

Field	Description
Item Description:	Enter a description that will be displayed in the "Installation- Specific

Application Menu".

Command Line: Enter a full command line that will be run by UNIX.

Press <F3> to add entry in the form or <F6> to cancel the entry and to return to the previous screen.

5.7.4.2   Delete Menu Entries

This option allows the EDMIS administrator to delete links to other applications on the UNIX system. When you select "Delete Menu Entries" the following screen appears.

```
 ┌─Delete Menu Entries─┐
 │>1. Unix prompt!     │
 └─────────────────────┘
```

Figure 5.7-28. Delete Menu Entries

To delete a menu item, select that item. The system will prompt for confirmation before the deletion occurs with the screen shown below.

```
┌──────────── Delete Menu Item Confirmation ─────────────┐
│ Item(s) selected will be permanently removed from the database │
│                                                        │
│     Do you wish to delete the item(s) selected?  _     │
│                                                        │
│        F3 = SAVE to commit work; F6 = CANCEL           │
└────────────────────────────────────────────────────────┘
```
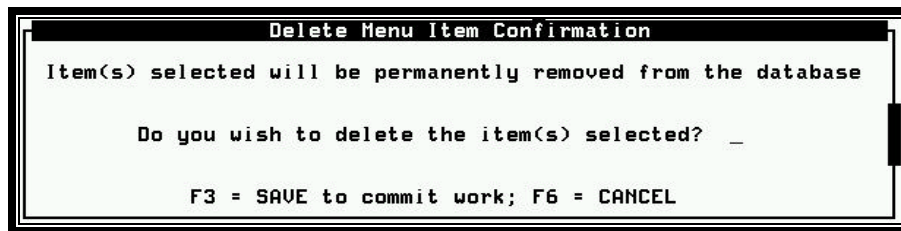
Enter <Y> if you want to delete or <N> if you do not want to delete and press <F3> to delete the item or <F6> to cancel the operation.

5.7.5   Peripheral Administration Menu

This menu allows the FA to add, change, or delete printers and other peripherals on the EDMIS system. In order to add a printer you will need to know how the printer was described to the operating system.   The UNIX description will be available from the SA.   When you select "Peripheral Administration Menu", the following screen appears.

```
┌──── PERIPHERAL ADMINISTRATION MENU ────┐
│>1.   Add/Change Application Printers    │
│ 2.   Delete Application Printers        │
│ 99.  Return to the Master Menu          │
└─────────────────────────────────────────┘
```

Figure 5.7-29. Peripheral Administration Menu

5.7.5.1   Add/Change Application Printers

Use this procedure to add or change the definition of a printer available to EDMIS users. This does not alter the printer configuration or set-up in any way, but must be done to allow the printer to be used from within EDMIS. Printers must be added to the local network print server.

   a.   Control Inputs. Only printers that are already defined on the host system can be added to EDMIS. EDMIS uses the same designations as the system to refer to printers. Refer to the AIX version 4.1 "System User's Guide: Operating System and Devices", for information about how to add printers to the host system.

   b.   Management Information. Each printer definition in EDMIS consists of three parts:

      (1)   Printer name, a 15-character maximum alphanumeric designation used by both

the host system and EDMIS to identify each printer.

(2) <u>Printer class</u>, which is different from the system printer class. It is used by EDMIS to determine what format of output is required/allowed and is selected from a pre-defined list shown below.

LASER PRINTER   (HP LaserJet III-compatible)
DRAFT-80 COLUMN
DRAFT-132 COLUMN/COND
LABEL PRINTER
SLAVE *

* A user can direct the output from EDMIS to a printer attached to a PC by selecting the "SLAVE" option on the printer class list. However, slave printers are, by definition, not attached to the local print server or available to other workstations on the network.

(3) <u>Printer description:</u> a 60-character maximum alphanumeric comment that EDMIS associates with the printer to aid in identifying the printer. Should include physical location of printer (such as HP-LaserJet-II+ #1, Room 345, Building. 440).

c. <u>Input/Output Files</u>. Printer definitions are stored in the printer table in the edmis database (edmis: "edmis".printer).

To add a printer, select option #1 from the "Peripheral Administration Menu". The following screen will appear.

Figure 5.7-30. Add/Change Application Printers

Highlight "Add Record" and press <Enter> to display the "Add/Change Application Printers" screen as shown.

Enter the appropriate information for the printer. Press <F3> to add the printer information to the database.

5.7.5.2   Delete Application Printers

Use this procedure to delete the definition of a printer made available to EDMIS via the "Add/Change Application Printer" procedure. This does not alter the printer configuration or setup in any way, but must be done to remove the matching record from the EDMIS printer table, making that printer unavailable to EDMIS users.

To delete a printer, select option #2 from the "Peripheral Administration Menu".
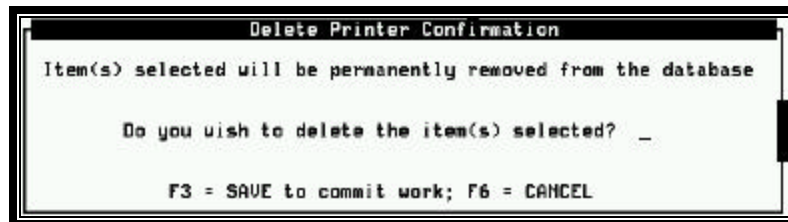
```
╔══════════════════════════════════════════╗
║       Delete Application Printers         ║
║                                           ║
║     Printer Name:_____          ║
║                                           ║
║                                           ║
║   F3 = SAVE to delete; F6 = CANCEL to abort ║
╚══════════════════════════════════════════╝
```
Figure 5.7-31. Delete Application Printers

Enter the printer name to delete and press <F3> to delete or <F6> to cancel deletion request. The system will ask for confirmation before deleting the printer.

```
╔══════════════════════════════════════════════════════╗
║              Delete Printer Confirmation              ║
║ Item(s) selected will be permanently removed from the database ║
║                                                       ║
║     Do you wish to delete the item(s) selected?  _    ║
║                                                       ║
║          F3 = SAVE to commit work; F6 = CANCEL        ║
╚══════════════════════════════════════════════════════╝
```

Enter <Y> for 'Yes' or <N> for 'No' and press <Enter>. Pressing <F6> will cancel the delete request.

5.7.6   Ad Hoc Query Administration Menu

When you select this menu from the "EDMIS Administration Menu," the following screen will appear.

```
╔══════════════════════════════════════════╗
║         Ad Hoc Administration            ║
║ >1.   Select Elements to Show            ║
║  2.   Add/Change Element Comments        ║
╚══════════════════════════════════════════╝
```
Figure 5.7-32. Ad Hoc Query Administration Menu

5.7.6.1   Select Elements to Show

Use this procedure to define which SADB elements shall be made available to users of the Ad Hoc Query utility. When you select this item, an "Elements to Show" screen will appear. It lists available elements and current comments.

Figure 5.7-33. Elements to Show

To select elements, highlight desired element(s) and press <F2> to mark. When done marking, press <Enter> to return to the "Ad Hoc Query Administration Menu".

5.7.6.2   Add/Change Element Comments

Use this procedure to change the definitions of elements as they are displayed by Ad Hoc Query. These definitions will appear beside each element name. When you select this item, the following "Elements screen" will be displayed, listing each available SADB element and its current comment.

Highlight the elements for which you want to add or change comments and press <F2> to mark them. After marking the desired element(s), a "Change Element Comment" screen will appear.

Figure 5.7-34. Add/Change Element Comments

The name of the first element you marked will appear in the Element field. Enter or change the information in the comment field and then press <F3> to go on to the next element you marked. If the Change Element routine was canceled before it was completed, then the following message will appear.

```
┌─────────────────────────────────────────┐
│                 NOTICE                    │
│ The Change Element routine was canceled before it completed. │
│ If you wish to cancel all of the work that was just done,    │
│ press 'C' or 'c'.  Any other key will save all of the work   │
│ that was done and exit the process.                          │
│                                                               │
│ press 'C' or 'c' to cancel or any other key to save work      │
└─────────────────────────────────────────┘
```
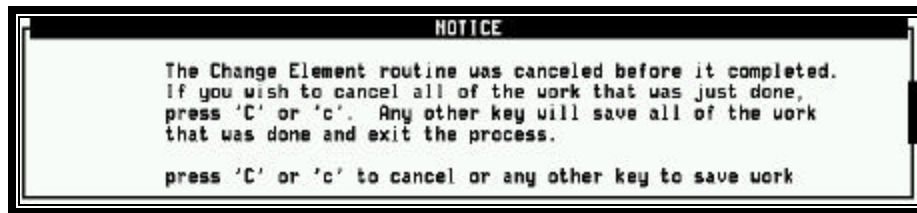
When done, the "Ad Hoc Query Administration menu" will re-appear.

NOTE: If you have excluded certain elements that are included in previously saved queries, those queries will not run.

5.7.7 DA 1821 Maintenance Menu.

You can edit, combine, delete, and/or generate DA 1821-R reports through the DA 1821 Maintenance Menu. After editing, combining, or generating reports, you can print the updated report to a laser printer or to a disk operating system (DOS) file. When you select this option from the "EDMIS Initialization/Administration Menu", the following screen will appear.
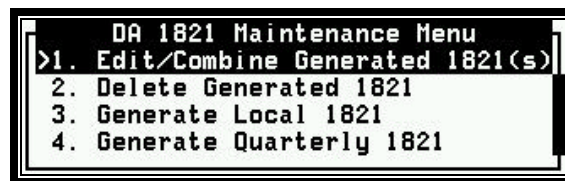
```
┌─────────────────────────────────────┐
│      DA 1821 Maintenance Menu        │
│>1.  Edit/Combine Generated 1821(s)   │
│ 2.  Delete Generated 1821            │
│ 3.  Generate Local 1821              │
│ 4.  Generate Quarterly 1821          │
└─────────────────────────────────────┘
```
Figure 5.7-35. DA 1821 Maintenance Menu

Highlight your selection and press <Enter>.

5.7.7.1 Edit/Combine Generated 1821 (s).

Use this menu to select one (1) previously created DA 1821 report for editing purposes. You can also select two or more previously created DA 1821 reports and the values will be combined to make a new report for editing. Select option #1 from the "DA 1821 Maintenance Menu" to edit and/or combine previously generated DA 1821(s). The following screen will appear.

```
┌─────────────────────────────────────────────┐
│     Edit/Combine Generated 1821(s) Menu      │
│ Quarter 1 of Fiscal Year 1997 14:10 1998/03/02 │
│>Quarter 1 of Fiscal Year 1998 14:15 1998/02/25 │
│ Quarter 1 of Fiscal Year 1997 14:10 1998/03/02 │
│ Quarter 1 of Fiscal Year 1997 14:10 1998/03/02 │
│ Quarter 1 of Fiscal Year 1997 14:26 1998/03/02 │
│ Quarter 1 of Fiscal Year 1997 14:26 1998/03/02 │
│ Quarter 1 of Fiscal Year 1997 14:26 1998/03/02 │
│ Quarter 1 of Fiscal Year 1997 14:10 1998/03/02 │
│ Quarter 1 of Fiscal Year 1997 13:29 1998/03/02 │
│ Quarter 1 of Fiscal Year 1997 13:29 1998/03/02 │
│ Quarter 1 of Fiscal Year 1997 13:22 1998/03/02 │
│ Quarter 1 of Fiscal Year 1998 14:22 1998/02/25 │
│ Quarter 1 of Fiscal Year 1998 14:15 1998/02/25 │
│ Quarter 1 of Fiscal Year 1998 14:09 1998/02/25 │
│ Quarter 1 of Fiscal Year 1998 14:03 1998/02/25 │
│ Quarter 1 of Fiscal Year 1998 13:38 1998/02/25 │
│ Quarter 1 of Fiscal Year 1998 13:29 1998/02/25 │
├─────────────────────────────────────────────┤
│F2 = MARK one 1821 to edit or multiple 1821's to │
└─────────────────────────────────────────────┘
```
Figure 5.7-36. Edit/Combine Generated 1821 (s)

Mark the 1821 you want to edit or mark multiple 1821(s) you want to combine.

5.7.7.2 Delete Generated 1821.

Use this option to select a previously created DA 1821 report file to be deleted from the system. Select

option #2 from the "DA 1821 Maintenance Menu" to delete a previously generated DA 1821. The following screen will appear.


```
          Delete Generated 1821 Menu
  Quarter 1 of Fiscal Year 1998 10:57 1998/02/25
 >Quarter 1 of Fiscal Year 1998 13:29 1998/02/25
  Quarter 1 of Fiscal Year 1998 13:29 1998/02/25
  Quarter 1 of Fiscal Year 1998 13:38 1998/02/25
  Quarter 1 of Fiscal Year 1998 14:03 1998/02/25
  Quarter 1 of Fiscal Year 1998 14:09 1998/02/25
  Quarter 1 of Fiscal Year 1998 14:15 1998/02/25
  Quarter 1 of Fiscal Year 1998 14:22 1998/02/25
  Quarter 1 of Fiscal Year 1997 13:22 1998/03/02
  Quarter 1 of Fiscal Year 1997 13:29 1998/03/02
  Quarter 1 of Fiscal Year 1997 13:29 1998/03/02
  Quarter 1 of Fiscal Year 1997 14:10 1998/03/02
  Quarter 1 of Fiscal Year 1997 14:26 1998/03/02
  Quarter 1 of Fiscal Year 1997 14:26 1998/03/02
  Quarter 1 of Fiscal Year 1997 14:26 1998/03/02
  Quarter 1 of Fiscal Year 1997 14:10 1998/03/02
  Quarter 1 of Fiscal Year 1997 14:10 1998/03/02
  Quarter 1 of Fiscal Year 1997 14:10 1998/03/02
Highlight your selection and press RETURN
```

Figure 5.7-37. Delete Generated 1821

Highlight the DA 1821 you wish to delete and press <Enter>. You can delete only one DA 1821 at a time. The system will ask for confirmation before deleting the report.


```
          Delete Generated 1821 Confirmation

     Deleted item(s) will be permanently removed from the database.
     Are you certain you wish to delete?




          RETURN to proceed with delete; F6 = CANCEL to abort
```

Press <Enter> to proceed with delete or <F6> to cancel.

5.7.7.3   Generate Local 1821.

Use this menu to create a new report that will compile database on an entered reporting period (start date through end date) and the selected learning center. Select option #3 from the "DA 1821 Maintenance Menu" to generate a DA 1821 using local parameters such as reporting period or learning center(s). The following screen will appear.


```
      Local DA Form 1821-R Report Period

Reporting Period:  _____ - _____

        Learning Centers: _

     F3 = SAVE to continue; F6 = CANCEL
```

Local DA Form 1821-R Report Period

This screen collects the information necessary to generate a new DA Form 1821-R based on a given span of time and selected Learning Center(s).

Field   Description
Reporting Period: Enter the date range for which the report is to be generated. The

desired reporting period starting date must be entered first followed by the ending date, both in the YYYY/MM/DD format. The starting date must be prior to (earlier than) the ending date.

Learning Centers: Enter the number of the requested Learning Center. Press <F2> for choices of Learning Centers or to select multiple Learning Centers.

Press <F3> to continue or <F6> to cancel.

5.7.7.4 Generate Quarterly 1821.

Use this menu to create a new report that will compile database on an entered quarterly period (1, 2, 3, or 4) and fiscal year. Select option #4 from the "DA 1821 Maintenance Menu" to generate a quarterly DA 1821. The following screen will appear.

```
┌─────────────────────────────────────────────┐
│ Quarterly DA Form 1821-R Report Period       │
│                                              │
│ QUARTERLY PERIOD: _   FISCAL YEAR: ____       │
│                                              │
│ REPORTING PERIOD: _____  -  _____   │
│                                              │
│     F3 = SAVE to continue; F6 = CANCEL        │
└─────────────────────────────────────────────┘
```

Figure 5.7-38. Quarterly DA Form 1821-R Report Period

This screen collects the information necessary to generate a new DA Form 1821-R based on a given quarterly time period and a specific fiscal year.

Field	Description
Quarterly Period:	Enter the number of the quarter year for which the report is to be generated, or press <F2> for choices.
Fiscal Year:	Enter the Fiscal Year for which the report is to be generated. The desired reporting period fiscal year must be entered as YYYY.
Reporting Period:	This field is used to display the starting and ending dates that correspond to the user entered quarter and fiscal year. Cannot be modified by user.

When you press <F3> at the Generate Local 1821 screen, the screen will display the following screen followed by first worksheet of 24.

```
┌─────────────────────────────────────────────┐
│                    NOTE                      │
│ Preparing DA Form 1821-R Report.  Please wait ... │
│ Counting military population served ...       │
│                                              │
│ ████████████████             27%             │
└─────────────────────────────────────────────┘
```

After you complete this worksheet press <F3> to display the next work sheet. Continue the process until you complete all 24 worksheets. Each worksheet will be pre-populated to the maximum extent possible. You have to manually enter the remaining data.

At any worksheet you have the option to jump to any other worksheet by pressing <F7>, which displays this screen.

```
          DA Form 1821-R Worksheet Command Menu
>1.  PART I - GENERAL INFORMATION
 2.  PART II - COMPETENCY PROGRAMS
 3.  PART III - SKILL TRAINING
 4.  PART IV - NCO LEADER DEVELOPMENT
 5.  PART V - HIGH SCHOOL COMPLETION
 6.  PART VI (Section 1) - POSTSECONDARY PROGRAMS/ASSOCIATE TA
 7.  PART VI (Section 1) - POSTSECONDARY PROGRAMS/ASSOCIATE OTHER
 8.  PART VI (Section 2) - POSTSECONDARY PROGRAMS/BACCALAUREATE TA
 9.  PART VI (Section 2) - POSTSECONDARY PROGRAMS/BACCALAUREATE OTHER
10.  PART VI (Section 3) - POSTSECONDARY PROGRAMS/GRADUATE TA
11.  PART VI (Section 3) - POSTSECONDARY PROGRAMS/GRADUATE OTHER
12.  PART VI (Section 4) - POSTSECONDARY PROGRAMS/VOCATIONAL TA
13.  PART VI (Section 4) - POSTSECONDARY PROGRAMS/VOCATIONAL OTHER
14.  PART VI (Section 6) - TUITION ASSISTANCE QUARTERLY PROJECTIONS
15.  PART VII (Section 1) - COUNSELING
16.  PART VII (Section 2) - APT/SDT
17.  PART VII (Section 3) - EDUCATION TESTING
18.  PART VII (Section 4) - ARMY LEARNING CENTERS

Highlight your selection and press RETURN
```

The 24 worksheets that will appear and the field descriptions associated with them are explained in the following paragraphs.

5.7.7.5   Part I – General Information.

The purpose of this section is to report general information on the Major Army Command (MACOM)/ Installation. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

```
                DA Form 1821-R Part I (Page 1 of 24)
                     PART I - GENERAL INFORMATION
 MACOM/INSTALLATION
   NAME Dummy Dummy Dummy
 STREET dummy address dummy address
   CITY city city city
  STATE NY   ZIP CODE 42223-5341  PHONE NUMBER 689-5555

 QUARTER:    2      FISCAL YEAR:    1998

DESCRIPTION: Quarter 2 of Fiscal Year 1998 10:21 1998/04/02

 NUMBER OF   NUMBER OF   ----------- MILITARY POPULATION SERVED -----------
 EDUCATION   LEARNING    -------- ACTIVE ARMY ---------
  CENTERS     CENTERS    ENLISTED   WARRANTS   OFFICERS    RC    TRAINEES
      0           6       21255       426       1078      1657       0

              REPORTING PERIOD:  1998/01/01 - 1998/03/31
           F3 = SAVE to continue; F6 = CANCEL; F7 = COMMAND MENU
```

Figure 5.7-39. DA Form 1821-R Part I – General Information (Page 1 of 24)

Field	Description
Name:	Enter the name of the MACOM/Installation.
Street:	Enter the address street of the MACOM/Installation.
City:	Enter the address city of the MACOM/Installation.
State:	Enter the address state of the MACOM/Installation.
Zip Code:	Enter the address zip code of the MACOM/Installation.
Phone No.:	Enter the phone number of the MACOM Director of Education/Installation ESO.
Quarter:	Enter the quarter of the fiscal year this report represents.
Fiscal Year:	Enter the fiscal year this report represents.
Description:	Enter a description for this report. This description will appear on the "Edit/Combine Generated 1821(s)" and/or "Delete Generated 1821 Menu".

No. of Education Centers:	Enter the number of AEC.
No. of Learning Centers:	Enter the number of ALC under the managerial control of ESO.

Military Population Served:

Active Army (Enlisted, Warrant Officers and Officers) includes:	(1) All active component soldiers assigned to units on the installation and deriving education support through the education center,
	(2) All active component soldiers assigned within the geographic area of responsibility such as Active Guard/ Reserve (AGR), Recruiting Command, Reserve Officer Training Corps (ROTC) and Corps of Engineers, and
(3)	Permanent Change of Station (PCS) students assigned to military schools and colleges within the geographic area of responsibility.

Reserve Component includes:	(1) Army National Guard assigned to units within geographic area of responsibility, and
	(2) Army Reserve soldiers assigned to units within geographic area of responsibility.
Trainees include:	Only the soldiers in Basic Training Course (BTC), Advanced Individual Training (AIT) and One Station Unit Training (OSUT).

Press <F3> to go to the next worksheet or <F6> to cancel or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.6   Part II – Competency Programs.

Competency programs provide instructions in fundamental job-related skills soldiers need to perform in their jobs. These programs support readiness and training and are available to soldiers at no cost. Programs consist of a standardized curriculum providing instruction in the set of prerequisite academic competencies necessary for job proficiency. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.


```
           DA Form 1821-R Part II (Page 2 of 24)
                PART II - COMPETENCY PROGRAMS

                        ------ INSTRUCTIONAL COSTS ------
         NUMBER    NUMBER                OTHER      OTHER    PROGRAM
        ELIGIBLE  ENROLLED  P333732      OMA        FUNDS     COMP.
1. FAST  1573         0        0          0          0          0
2. ESL      2         0        0          0          0          0
3. HEAD     1         0        0          0          0
   START

         GT 118    ----------- OTHER PARTICIPATION ------------
           OR    FAMILY                               OTHER
         HIGHER  MEMBER       DAC        OTHER        FUNDS
1. FAST      0      0          0          0            0
2. ESL              0          0          0            0
3. HEAD START       0          0          0            0

        REPORTING PERIOD:  1998/01/01 - 1998/03/31
   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU
```

Figure 5.7-40. DA Form 1821-R Part II – Competency Programs (Page 2 of 24)

Field	Description
Number eligible for FAST:	Enter the number of soldiers who are eligible for FAST if they require academic skills training to improve job performance or reenlistment/MOS reclassification. Eligibility for enrollment in FAST also includes soldier, counselor and commander referral. Appropriate

diagnostic score [e.g., TABE level D/Basic Army Strategic Estimates (BASE)] or the pre-tests of the academic competencies required for their MOS will be used for FAST enrollment.

Number eligible for English as Second Language (ESL):	Enter the number of permanent duty station soldiers whose native language is other than English and who are identified by their commanders as having difficulty speaking or understanding English. Soldiers scoring below 70 in case of enlisted, or 90 in case of officers and warrant officers, on the English Comprehension Level Test (ECLT) are eligible.
Number enrolled:	Enter the number of individual soldiers initially enrolled in each program during the reporting period, and include all delivery modes. Example: Line 1. FAST. A soldier enrolled in one or more sub programs (e.g., math and reading) counts as one enrollee. (One SSN per program per reporting period.)

Instructional Costs for FAST, ESL and HEAD START:

(1) P879732:	Report the total instructional costs associated with each program funded by P879732.
(2) Other OMA:	Report the total instructional costs associated with each program paid by Operations and Maintenance, Army (OMA) other than P879732.
(3) Other Funds:	Report the total instructional costs associated with each program paid by non-DOD, federal, state, local or non- governmental funds.
Program Completion for FAST:	Report the number of soldiers achieving requirements for program completion. A successful completion of the FAST program is defined as a post-instruction score above the minimum specified for the subject area re-mediated:

(1) Test of Adult Basic Education (TABE) D, Forms 5 and 6: Reading - scale score equal or greater than 770 or 10.0 grade level equivalent; Mathematics - scale score greater than 785 or 10.0 grade level equivalent; Language - scale score equal to or greater than 739 or 10.0 grade level equivalent.

(2) BASE raw scores of 52 (Form D) or 50 (Form E) for reading, 55 (Form D) or 53 (Form E) for mathematics, 57 (Form D and E) for writing.

Program Completion for ESL:	Report the number of soldiers achieving requirements for program completion. A successful program completion for ESL is defined as a post-instruction ECL Test score of 70 or above for enlisted soldiers and 90 or above for officers and warrant officers.
GT 110 or Higher for FAST:	Enter the number of soldiers with GT scores below 110 who, after instruction in FAST programs, have re-tested on the Armed Forces Classification Test (AFCT) and scored above 110 on the GT.

Other Participation:

Family Members:	Report the number of family members enrolled in competency programs.
DAC:	Report the number of Department of the Army Civilians (DAC)

enrolled in competency programs.

Other:	Report the number of Reserve Component soldiers and members of other services enrolled in competency programs.
Other Funds:	Report the total instructional costs for other enrollees associated with each program paid by non-P879732.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8><F4> to go to previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.7   Part III – Skill Training.

The purpose of this section is to report participation and other OMA costs in mission-required and Military Occupation Specialty Improvement Training (MOSIT). Mission-required includes, but is not limited to, required languages. MOSIT supports unit readiness by providing individual training oriented toward specific mission, organization, or equipment requirements (AR 351-1). Mission-required and MOSIT augments normal on-the-job training programs and assists unit commanders in fulfilling training requirements. P879732 funds will not be used for instruction in support of mission-required and MOSIT. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

```
┌──────────────────────────────────────────────────────────────┐
│         DA Form 1821-R Part III (Page 3 of 24)               │
│                                                              │
│              PART III – SKILL TRAINING                       │
│                                                              │
│            NUMBER    OTHER                         OTHER     │
│            ENROLLED  OMA        DAC      OTHER      FUNDS     │
│  1. MISSION REQ. 0            0        0          0          0 │
│  2. MOSIT         0           0        0          0          0 │
│                                                              │
│           REPORTING PERIOD:  1998/01/01 – 1998/03/31         │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU │
└──────────────────────────────────────────────────────────────┘
```

Figure 5.7-41. DA Form 1821-R Part III – Skill Training (Page 3 of 24)

Field	Description
Number Enrolled:	
Mission Required:	Report number of enrollees in mission-required skill training during the reporting period.
MOSIT:	Report number of enrollees in MOSIT skill training during the reporting period.
Other OMA:	Report the other OMA costs for each program during the reporting period.
DAC:	Report the number of DAC enrollees for each program during the reporting period.
Other:	Report the number of Reserve Component soldiers and soldiers from other services enrolled in each program during the reporting period.
Other Funds:	Report the other funds used by DAC and OTHER.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8><F4> to go to previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.8   Part IV – NCO Leader Development.

The purpose of this section is to report participation, cost, and program completion for Non-Commis-

sioned Officer (NCO) Leader Development programs. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

```
┌─────────────────────────────────────────────────────────────────┐
│              DA Form 1821-R Part IV (Page 4 of 24)                │
│                 PART IV - NCO LEADER DEVELOPMENT                   │
│                                                                   │
│                                    ------ INSTRUCTIONAL COSTS ---- │
│                      NUMBER     NUMBER              OTHER    OTHER │
│                     ELIGIBLE   ENROLLED   P333732    OMA    FUNDS  │
│   1. NCOES MATH     0              0         0         0        0  │
│   2. READ TO LEAD       0                   0         0        0  │
│      a. INDEP STUDY            0                                   │
│      b. OTHER MODES            0                                   │
│   3. LEADER ENHANCE            0             0        0         0  │
│                                                                   │
│                        ---------- OTHER PARTICIPATION ----------  │
│                     PROGRAM    FAMILY                     OTHER    │
│                      COMP.     MEMBER     DAC    OTHER    FUNDS    │
│   1. NCOES MATH        0          0        0       0        0     │
│   2. READ TO LEAD                 0        0       0        0     │
│   3. LEADER ENHANCE    0          0        0       0        0     │
│              REPORTING PERIOD:  1998/01/01 - 1998/03/31           │
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU │
└─────────────────────────────────────────────────────────────────┘
```

Figure 5.7-42. DA Form 1821-R Part IV – NCO Leader Development (Page 4 of 24)

Field	Description
Number eligible	
NCOES Math:	This is an instruction in MOS-related mathematics delivered by many different modes to assist NCO in passing proponent school math screening tests prior to NCOES. Currently career management fields (CMF) 11C, 12B, and 13B/E/F have screening tests for this purpose. Others may be added at later dates. Enter the number of soldiers who are eligible for Basic Non-Commissioned Officer Course (BNCOC) and have received a NO-GO on the BNCOC math pre-test.
Read to Lead:	This is an instructional program for NCO who do not meet the reading standards established by the NCO Leader Development Task Force (LDTF), Jun 1989, and Chief of Staff (CSA), U.S. Army Memorandum, Oct 1989, Non-Commissioned Officer Leader Development Action Plan. Enter the number of soldiers who score below the reading standards as established by the NCOLDTF. These standards, as measured by the reading portion of the TABE level A, are:
	(1) 10.0 prior to completion of Advanced NCO Course, and
	(2) 12.0 prior to completion of Sergeants Major Course.
Leader Enhancement:	These courses are command on-duty courses conducted at the permanent duty station to help NCO (E-4 and above) to meet and enhance their leader Responsibilities as supervisors, managers, and communicators. Examples of skill enhancement courses include ASEP, Army Effective Writing, Personnel Counseling, Non Commissioned Officer Education Report (NCOER) Preparation, Military Management, etc. All soldiers are eligible; record nothing in column a for Leader Enhancement.
Number of Enrollees:	
NCOES Math:	Report the number of soldiers initially enrolled during the reporting period for NCOES Math.

Read to Lead:	a. Independent Studies: Report the number of soldiers who initially received Read to Lead materials for independent study.
	b. Other Learning Modes: Report the number of soldiers initially enrolled in Read to Lead programs with any form of instructional assistance including small group, tutor assisted, monitor assisted, or classroom instruction.
Leader Enhancement:	Report the number of soldiers initially enrolled during the reporting period for Leader Enhancement. Soldiers enrolled in more than one Leader Enhancement Course will only be counted once.

Instructional Costs for NCOES Math, Read to Lead and Leader Enhancement:

P879732:	Report the total instructional costs associated with each program funded by P879732.
Other OMA:	Report the total instructional costs associated with each program paid by OMA other than P879732.
Other Funds:	Report the total instructional costs associated with each program paid by non-DOD, federal, state, local or non- governmental funds.

Program Completion:

NCOES Math:	Report the number of soldiers who have re-tested on the math pre-test and have received a GO on the BNCOC math pre-test.
Read to Lead:	A program completion is defined as the raising of a soldier's reading level to the Army Reading standard upon completion of remediation, as verified by the TABE A retest.

Other Participation:

Family Members:	Report the number of family members enrolled in NCO leader development programs.
DAC:	Report the number of DAC enrolled in NCO leader development programs.
Other:	Report the number of Reserve Component soldiers and members of other services enrolled in NCO leader development programs.
Other Funds:	Report the total instructional costs for other enrollees associated with each program paid by non-P879732.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8><F4> to go to previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.9 Part V – High School Completion.

The purpose of this section is to report participation cost, and completion for High School Completion Program (HSCP). Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

Figure 5.7-43. DA Form 1821-R Part V – High School Completion (Page 5 of 24)

Field   Description

Number eligible: Enter the number of soldiers who do not have a high school diploma.

Number enrolled: Enter the number of soldiers enrolled in the HSCP.

Instructional costs for HSCP:
P879732:   Report the total instructional costs funded by P879732.

Other OMA: Report the total instructional costs paid by OMA other than P879732.

Other Funds: Report the total instructional costs paid by non-DOD, federal, state, local or non-governmental funds.

Program Completion: Enter the number of successful program completion. A successful program completion is defined as the awarding of a high school diploma or its equivalent upon course or test completion. GED completion would be recorded in this field.

Other Participation:
DAC: Report the number of DAC enrolled in HSCP programs.

Other: Report the number of Reserve Component soldiers and members of other services enrolled in HSCP programs.

Other Funds: Report the total instructional costs for other enrollees associated with each program paid by non-P879732.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous screen or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.10 Part VI Sec 1 TA – PSP–Lower Division Associate.

This section has been replaced by the Postsecondary Report, procedure 1.2.9.5.

The purpose of this section is to report participation, cost, and completion data for post-secondary programs (PSP) – Lower Division Associate. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

Figure 5.7-44. DA Form 1821-R Part VI Sec 1 TA (Page 6 of 24)

Note: For this report, the definition of enlisted is E1 through E3, and NCO is E4 through E9. Lower Division/Associate includes courses that lead to a certificate/ associates degree, or that are normally a part of the first 2 years of a 4-year degree program.

Field	Description
Number of Enrollees:	Report the number of soldiers who began one or more courses during the reporting period. For the purpose of this report, a soldier will be considered to have begun a course as of the date of the first class meeting for the course. Do not count any soldier more than once during the reporting period. Do not count soldiers who initially enrolled in a previous reporting period. Note: Include those service members of other services for which the Army pays TA under an Inter-service Support Agreement.
Number of Course Enrollments:	Report the number of courses in which soldiers enrolled during the reporting period. Example: If a soldier enrolls in math and English that counts as two enrollments. Do not count enrollments for courses that began in a previous reporting period but ended in the current reporting period.
Costs P333732:	Report the total P333732 instructional costs associated with the enrollments reported in column b.
Degree/Certificate:	Report the number of credentials (degrees or certificates) awarded during the reporting period.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8\F4> to go to previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.11 Part VI Sec 1 Other – PSP – Lower Division Associate.

This section has been replaced by the Postsecondary Report, procedure 1.2.9.5.

The purpose of this section is to report participation, cost, and completion data for post-secondary programs.

Note: For this report, the definition of enlisted is E1 through E3, and NCO is E4 through E9. Lower Division/Associate includes courses that lead to a certificate/ associates degree, or that are normally a part of the first 2 years of a 4-year degree program.

Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

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┌──────────────────────────────────────────────────────────────┐
│        DA Form 1821-R Part VI Sec 1 OTHER (Page 7 of 24)       │
│                                                                │
│               PART VI - POSTSECONDARY PROGRAMS                 │
│                  1. LOWER DIVISION ASSOCIATE                   │
│                                                                │
│            -------------------- OTHER FUNDS --------------------│
│                                           --- COMPLETIONS --   │
│                 NUMBER    COURSE    OTHER    DEGREE/    CERT.   │
│                ENROLLEE   ENROLL    FUNDS     CERT.    TESTING  │
│    a. ENLISTED    0____       0        0        0         0     │
│    b. NCO           0         0        0        0         0     │
│    c. WARRANT/OFFICER  0      0        0        0         0     │
│                                                                │
│            ------- OTHER PARTICIPATION -------                 │
│            FAMILY              ALL    OTHER                    │
│            MEMBERS     DAC     OTHER   FUNDS                   │
│    d. TOTAL    0        0        0        0                    │
│                                                                │
│            REPORTING PERIOD:  1998/01/01 - 1998/03/31          │
│    F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU │
└──────────────────────────────────────────────────────────────┘
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Figure 5.7-45. DA Form 1821-R Part VI Sec 1 Other (Page 7 of 24)

<u>Field</u>	<u>Description</u>
Number of Enrollees:	Report the number of soldiers who began one or more courses during the reporting period.
Number of Course Enrollments:	Report the number of courses in which soldiers enrolled during the reporting period.
Other Funds:	Report the total instructional costs associated with the enrollments reported in column g paid by non-DOD, federal [for example, VA, Pell, and so forth), state, local or non-governmental funds (for example, Army Emergency Relief (AER), Officers' Wives Club (OWC), United Way, Combined Federal Campaign (CFC)]. Note: Do not include the portion the soldier pays.
Degree/Certificate:	Report the number of credentials (degrees or certificates) awarded during the reporting period.
Certification Testing:	A program completion is defined as passing a required national, state, trade or professional certification test that results in award of a license or journeyman certificate. A completion is only counted at the time of the award of a license or certificate. Examples of certification exams can be found in the DANTES Examination Handbook. Report the number of license/certificates awarded during the reporting period.
Other Participation:	
Family Members:	Report the number of family members enrolled in post-secondary programs.
DAC:	Report the number of DAC enrolled in post-secondary programs.
Other:	Report the number of Reserve Component soldiers and members of other services enrolled in post-secondary programs and other students participating in post-secondary programs not reported elsewhere in Part VI. Note: Other student not reported elsewhere in Part VI. Note: Other student participation includes non-DOD civilians.
Other Funds:	Report the total instructional costs for other enrollees associated with each program paid by non-P879732.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.12 Part VI Sec 2 TA – PSP – Upper Division Baccalaureate.

The purpose of this section is to report participation, cost, and completion data for post-secondary programs. **Note**: For this report, the definition of enlisted is E-1 through E-3, and NCO is E-4 through E-9. Upper-Division/Baccalaureate includes courses normally at the 3rd and 4th year level of a 4-year degree.

Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

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┌──────────────────────────────────────────────────────────────────┐
│      DA Form 1821-R Part VI Sec 2 TA (Page 8 of 24)                │
│                                                                    │
│             PART VI - POSTSECONDARY PROGRAMS                       │
│              2. UPPER DIVISION BACCALAUREATE                        │
│                                                                    │
│           ---------------- P333732 FUNDS ---------------           │
│             NUMBER     COURSE                      DEGREE/          │
│             ENROLLEE   ENROLL        P333732       CERT.            │
│  a. ENLISTED         0            0            0            0       │
│  b. NCO              0            0            0            0       │
│  c. WARRANT/OFFICER  0            0            0            0       │
│                                                                    │
│          REPORTING PERIOD:  1998/01/01 - 1998/03/31                │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU │
└──────────────────────────────────────────────────────────────────┘
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Figure 5.7-46. DA Form 1821-R Part VI Sec 2 TA (Page 8 of 24)

Field	Description
Number of Enrollees:	Report the number of soldiers who began one or more courses during the reporting period.
Number of Course Enrollments:	Report the number of courses in which soldiers enrolled during the reporting period.
Costs P333732:	Report the total P333732 instructional costs associated with the enrollments reported in column b.
Degree/Certificate:	Report the number of credentials (degrees or certificates) awarded during the reporting period.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8><F4> to go to the previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.13 Part VI Sec 2 Other – PSP – Upper Division Baccalaureate.

This section has been replaced by the Postsecondary Report, procedure 1.2.9.5.

The purpose of this section is to report participation, cost, and completion data for post-secondary programs. **Note**: For this report, the definition of enlisted is E-1 through E-3, and NCO is E-4 through E-9. Upper-Division/Baccalaureate includes courses normally at the 3rd and 4th year level of a 4-year degree.

Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

Figure 5.7-47. DA Form 1821-R Part VI Sec 2 Other (Page 9 of 24)

Field	Description
Number of Enrollees:	Report the number of soldiers who began one or more courses during the reporting period.
Number of Course Enrollments:	Report the number of courses in which soldiers enrolled during the reporting period.
Other Funds:	Report the total instructional costs associated with the enrollments reported in column g paid by non-DOD, federal, state, local or non-governmental funds. Note: Do not include the portion the soldier pays.
Degree/Certificate:	Report the number of credentials (degrees or certificates) awarded during the reporting period.
Certification Testing:	A program completion is defined as passing a required national, state, trade or professional certification test that results in award of a license or journeyman certificate. A completion is only counted at the time of the award of a license or certificate. Examples of certification exams can be found in the DANTES Examination Hand book. Report the number of license/certificates awarded during the reporting period.

Other Participation:

Field	Description
Family Members:	Report the number of family members enrolled in post-secondary programs.
DAC:	Report the number of DAC enrolled in post-secondary programs.
Other:	Report the number of Reserve Component soldiers and members of other services enrolled in post-secondary programs and other students participating in post-secondary programs not reported elsewhere in Part VI. Note: Other student participation includes non-DOD civilians.
Other Funds:	Report the total instructional costs for other enrollees associated with each program paid by non-P333732.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.14 Part VI Sec 3 TA – PSP – Graduate Division.

This section has been replaced by the Postsecondary Report, procedure 1.2.9.5.

The purpose of this section is to report participation, cost, and completion data for post-secondary

programs. The Graduate Division category describes course work that is part of a graduate program. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

```
DA Form 1821-R Part VI Sec 3 TA (Page 10 of 24)

            PART VI - POSTSECONDARY PROGRAMS
                 3. GRADUATE DIVISION

         ---------------- P333732 FUNDS ---------------
            NUMBER      COURSE                    DEGREE/
            ENROLLEE    ENROLL       P333732      CERT.
a. ENLISTED/NCO    0_____      0            0            0
b. WARRANT/OFFICER    0         0            0            0

            REPORTING PERIOD:  1998/01/01 - 1998/03/31
   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU
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Figure 5.7-48. DA Form 1821-R Part VI Sec 3 TA (Page 10 of 24)

Field	Description
Number of Enrollees:	Report the number of soldiers who began one or more courses during the reporting period.
Number of Course Enrollments:	Report the number of courses in which soldiers enrolled during the reporting period.
Costs P333732:	Report the total P879732 instructional costs associated with the enrollments reported in column b.
Degree/Certificate:	Report the number of credentials (degrees or certificates) awarded during the reporting period.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.15 Part VI Sec 3 Other – PSP – Graduate Division.

This section has been replaced by the Postsecondary Report, procedure 1.2.9.5.

The purpose of this section is to report participation, cost, and completion data for post-secondary programs. The Graduate Division category describes course work that is part of a graduate program. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

```
DA Form 1821-R Part VI Sec 3 OTHER (Page 11 of 24)

            PART VI - POSTSECONDARY PROGRAMS
                 3. GRADUATE DIVISION

         ----------------- OTHER FUNDS -----------------
                                              COMPLETIONS
            NUMBER      COURSE      OTHER      DEGREE/
            ENROLLEE    ENROLL      FUNDS      CERT.
a. ENLISTED/NCO    0_____      0          0          0
b. WARRANT/OFFICER    0         0          0          0

         ------- OTHER PARTICIPATION -------
            FAMILY              ALL    OTHER
            MEMBERS    DAC    OTHER    FUNDS
c. TOTAL       0        0       0        0

            REPORTING PERIOD:  1998/01/01 - 1998/03/31
   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU
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Figure 5.7-49. DA Form 1821-R Part VI Sec 3 Other (Page 11 of 24)

Field	Description
Number of Enrollees:	Report the number of soldiers who began one or more courses during

	the reporting period.
Number of Course Enrollments:	Report the number of courses in which soldiers enrolled during the reporting period.
Other Funds:	Report the total instructional costs associated with the enrollments reported in column g paid by non-DOD, federal, state, local or non-governmental funds. Note: Do not include the portion the soldier pays.
Degree/Certificate:	Report the number of credentials (degrees or certificates) awarded during the reporting period.
Other Participation:	
Family Members:	Report the number of family members enrolled in post-secondary programs.
DAC:	Report the number of DAC enrolled in post-secondary programs.
Other:	Report the number of Reserve Component soldiers and members of other services enrolled in post-secondary programs and other students participating in post-secondary programs not reported elsewhere in Part VI. Note: Other student participation includes non-DOD civilians.
Other Funds:	Report the total instructional costs for other enrollees associated with each program paid by non-P879732.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the DA Form 1821-R Worksheet Command Menu.

5.7.7.16 Part VI Sec 4 TA – PSP – Vocational/Technical Non-Credit.

This section has been replaced by the Postsecondary Report, procedure 1.2.9.5.

The purpose of this section is to report participation, cost, and completion data for post secondary programs. The Vocational/Technical category describes course work of the type normally found in certificate or diploma (non-degree) programs that are usually a year or less in length and are designed to provide students with occupational skills. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.


Figure 5.7-50. DA Form 1821-R Part VI Sec 4 TA (Page 12 of 24)

Field	Description
Number of Enrollees:	Report the number of soldiers who began one or more courses.
No. of Course Enrollments:	Report the number of courses in which soldiers enrolled.
Costs P333732:	Report the total P333732 instructional costs associated with the

enrollments reported in column b.

Degree/Certificate:	Report the number of credentials awarded.
TA Loss-P879732 Total:	Report the total TA dollars not reimbursed to the Army because soldiers withdrew from courses for circumstances clearly beyond their control as certified by their commander.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the DA Form 1821-R Worksheet Command Menu.

5.7.7.17 Part VI Sec 4 Other – PSP – Vocational/Technical Non-Credit.

This section has been replaced by the Postsecondary Report, procedure 1.2.9.5.

Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

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┌─────────────────────────────────────────────────────────────┐
│       DA Form 1821-R Part VI Sec 4 OTHER (Page 13 of 24)     │
│             PART VI - POSTSECONDARY PROGRAMS                  │
│             4. VOCATIONAL/TECHNICAL NON-CREDIT                │
│                                                              │
│      ------------------------ OTHER FUNDS -----------------   │
│                                          --- COMPLETIONS ---- │
│                   NUMBER     COURSE     OTHER    DEGREE/  CERT. │
│                   ENROLLEE   ENROLL     FUNDS    CERT.   TESTING │
│  a. ENLISTED/NCO    0          0          0        0        0  │
│  b. WARRANT/OFFICER     0          0          0        0        0  │
│                                                              │
│         ------- OTHER PARTICIPATION -------                   │
│          FAMILY           ALL     OTHER                      │
│          MEMBERS    DAC   OTHER    FUNDS                      │
│  c. TOTAL     0      0      0       0                         │
│                                                              │
│         REPORTING PERIOD:  1998/01/01 - 1998/03/31           │
│  F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU │
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Figure 5.7-51. DA Form 1821-R Part VI Sec 4 Other (Page 13 of 24)

Field	Description
Number of Enrollees:	Report the number of soldiers who began one or more courses.
No. of Course Enrollments:	Report the number of courses in which soldiers enrolled.
Other Funds:	Report the total instructional costs associated with the enrollments reported in column g paid by non-DOD, federal, state, local or non-governmental funds. Note: Do not include the portion the soldier pays.
Degree/Certificate:	Report the number of credentials (degrees or certificates) awarded.
Certification Testing:	Required national, state, trade or professional certification test that results in award of a license or journeyman certificate. A completion is only counted at the time of the award of a license or certificate. Examples of certification exams can be found in the DANTES Examination Hand-book. Report the number of license/certificates awarded during the reporting period.
Other Participation:	
Family Members:	Report the number of family members enrolled in post-secondary programs.
DAC:	Report the number of DAC enrolled in post-secondary programs.
Other:	Report the number of Reserve Component soldiers and members of

other services enrolled in post-secondary programs and other students participating in post-secondary programs not reported elsewhere in Part VI. Note: Other student participation includes non-DOD civilians.

Other Funds: Report the total instructional costs for other enrollees associated with each program paid by non-P333732.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.18 Part VI Sec 6 – PSP – TA Quarterly Projections.

This section has been replaced by the Postsecondary Report, procedure 1.2.9.5.

Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

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┌──────────────────────────────────────────────────────────────────┐
│          DA Form 1821-R Part VI Sec 6 (Page 14 of 24)              │
│                                                                    │
│                  PART VI – POSTSECONDARY PROGRAMS                  │
│             6. TUITION ASSISTANCE QUARTERLY  PROJECTIONS           │
│                                                                    │
│             FIRST        SECOND      THIRD       FOURTH            │
│             QUARTER      QUARTER     QUARTER     QUARTER           │
│                                                                    │
│ FISCAL YEAR 1999         1999        1998        1998             │
│ DOLLARS           0            0           0           0          │
│ ENROLLMENTS       0            0           0           0          │
│                                                                    │
│            REPORTING PERIOD:  1998/01/01 – 1998/03/31             │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU │
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Figure 5.7-52. DA Form 1821-R Part VI Sec 6 (Page 14 of 24)

Report the projected instructional costs (P333732 VATA Dollars only) and the number of projected enrollments associated with those costs. Project full year costs and enrollments for the next four quarters even if the quarters cross over a fiscal year.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the DA Form 1821-R Worksheet Command Menu.

5.7.7.19 Part VII Sec 1 – Counseling, Testing, and ALC – Counseling.

The purpose of this section is to provide selected information on ACES services. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

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┌──────────────────────────────────────────────────────────────────┐
│          DA Form 1821-R Part VII Sec 1 (Page 15 of 24)            │
│                                                                    │
│ PART VII - COUNSELING, APT/SDT, EDUCATIONAL TESTING, ARMY LEARNING CENTERS │
│                       1. COUNSELING                                │
│                                                                    │
│            -- GROUP SESSIONS --              --- OTHER PARTICIPATION --- │
│ INDIVID.   NO.OF      NO. OF     SEP. VA    FAMIY                  │
│ SESSIONS   SESSIONS   SOLDIERS   COUNSELING MEMBERS    DAC    OTHER │
│ 8          3          18         3          0          0      0    │
│                                                                    │
│            REPORTING PERIOD:  1998/01/01 – 1998/03/31             │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU │
└──────────────────────────────────────────────────────────────────┘
```
Figure 5.7-53. DA Form 1821-R Part VII Sec 1 (Page 15 of 24)

Field   Description
Individual Sessions: Report the number of individual counseling sessions conducted during the reporting period. Definition of a counseling session: a soldier is counseled in person or telephonically and that contact is annotated on

DA Form 669, regardless of the number of topics covered or length of the time.

GROUP SESSIONS:

No. of Sessions: Report the number of group sessions conducted for soldiers during the reporting period.

No. of Soldiers: Report the number of soldiers that attended the group sessions in Number of Sessions.

Separation VA Counseling: Report the number of soldiers included in Individual Sessions who received mandatory Veteran's Education Assistance Benefits (VEAB) counseling during the reporting period as required by law, Title 10 USC Sec 1046.

Other Participation:

Family Members: Report the number of counseling sessions for family members.

DAC: Report the number of counseling sessions for DAC enrolled.

Other: Report the number of counseling sessions for Reserve Component soldiers and members of other services.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8><F4> to go to the previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.20 Part VII Sec 2 – Army Personnel Testing, Skill Development Testing (APT/SDT).

The purpose of this section is to provide selected information on ACES services. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.


```
            DA Form 1821-R Part VII Sec 2 (Page 16 of 24)

 PART VII - COUNSELING, APT/SDT, EDUCATIONAL TESTING, ARMY LEARNING CENTERS
                            2. APT/SDT

                    ---------------- APT COSTS ------------------
   NUMBER OF      ------ OPTEMPO ------     ----OTHER FUNDS------
   APT TESTS     EQUIP&SUP    CONTRACTS     EQUIP&SUP    CONTRACTS
   0                  0            0             0            0

 -------- SDT --------             ----- OTHER PARTICIPATION ------
 NUMBER OF      OTHER             RESERVE
 SDT TESTS      FUNDS             COMPONENT      DAC        OTHER
    0             0         APT       0           0             0
                           SDT       0                         0

                REPORTING PERIOD:  1998/01/01 - 1998/03/31
   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU
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Figure 5.7-54. DA Form 1821-R Part VII Sec 2 (Page 16 of 24)

Field   Description

Number of APT Tests: Report the number of APT (complete battery) scored during the reporting period. Example of how to count a DLPT test: DLPT consists of listening, reading and/or speaking. When all sections are scored and reported to the Personnel Service Center (PSC), then count this test as one APT on the 1821.

APT Costs

Equipment and Supplies: Report the costs associated with any test equipment [(non-Automated Data Processing (ADP)] or supplies required for the administration of the test reported in Number of Tests during the reporting period. Report ADP costs in Part VIII, column n.

Contracts:	Report service contract costs associated with APT.
Other OMA:	Report the total costs associated with APT paid by OMA funds. Note: Other OMA DAC is reported in Part VIII on line 2d.
No. of SDT Tests:	Report the number of SDT tests given during the reporting period.
OMA Costs:	Report the total costs associated with SDT paid by OMA funds; P333732 will not be used for SDT.
Other Participation:	
Reserve Component:	Report the number of AGR, National Guard, and Individual Ready Reserve (IRR) that took APT at the AEC. Break out participation by APT and SDT.
DAC:	Report the number of DAC that took language tests (DLPT) under APT. Note: DAC are not eligible to take any other tests reported on line 2.
Other:	Report the number of personnel from other branches of the service that took APT or SDT at the AEC.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.21 Part VII Sec 3 – Educational Testing.

Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

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┌─────────────────────────────────────────────────────────────────┐
│        DA Form 1821-R Part VII Sec 3 (Page 17 of 24)              │
│                                                                   │
│ PART VII - COUNSELING, APT/SDT, EDUCATIONAL TESTING, ARMY LEARNING CENTERS │
│                      3. EDUCATIONAL TESTING                       │
│                                                                   │
│                                                                   │
│   NUMBER   ------------ COSTS ------------  --- OTHER PARTICIPATION ---- │
│     OF     ----- P333732 ------   OTHER    FAMILY                 │
│    TESTS   EQUIP&SUP  CONTRACTS    OMA     MEMBERS    DAC    OTHER │
│   3           0          0          0        0         0      0   │
│                                                                   │
│                                                                   │
│             REPORTING PERIOD:  1998/01/01 - 1998/03/31            │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU │
└─────────────────────────────────────────────────────────────────┘
```

Figure 5.7-55. DA Form 1821-R Part VII Sec 3 (Page 17 of 24)

Educational Testing pertains to all tests not included in APT/SDT Number of tests given. Report the total number of tests given during the reporting period. Include the total number of TABE sub-tests (reading, mathematics, or language), DANTES tests (those listed in the DANTES Examination Program Handbook) and any other tests administered to a soldier.

Field	Description
Costs:	Report costs for educational testing.
Equipment and Supplies:	Report the costs associated with any test equipment or supplies required for the administration of the test reported in Number of Tests during the reporting period. Report ADP costs in Part VIII, column n.
Contracts:	Report service contract costs associated with Educational Testing.
Other OMA:	Report the total costs associated with Educational Testing paid by OMA funds. Note: Other OMA DAC is reported in Part VIII on line 2d.
Other Participation:	

Family Members:	Report the number of educational tests given to family members.
DAC:	Report the number of educational tests given to DAC.
Other:	Report the number of educational tests given to Reserve Component soldiers and members of other services.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.22 Part VII Sec 4 – ALC.

The purpose of this section is to provide selected information on ACES services. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.


```
                    DA Form 1821-R Part VII Sec 4 (Page 18 of 24)
PART VII - COUNSELING, APT/SDT, EDUCATIONAL TESTING, ARMY LEARNING CENTERS
                     4. ARMY LEARNING CENTERS (ALC)


   NUMBER      - PURPOSE OF VISIT -     --------------- COSTS
     OF        EDUCATION   TRAINING     ------ OPTEMPO ------
   HOURS       ACTIVITY    ACTIVITY     EQUIP&SUP   CONTRACTS
   0               0           0            0           0


   COSTS ---------------        ----- OTHER PARTICIPATION ------
   ---- OTHER FUNDS ----        FAMILY
   EQUIP&SUP  CONTRACTS         MEMBERS       DAC          OTHER
       0          0               0            0             0

              REPORTING PERIOD:  1998/01/01 - 1998/03/31
   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU
```

Figure 5.7-56. DA Form 1821-R Part VII Sec 4 (Page 18 of 24)

Field	Description
No. of Hours:	Report the total actual time of all visits in the ALC on educational and training activities. Round the total time for the reporting period to the nearest hour. Note: If a pre-BNOC math class meets for 2 hours on Monday and has 10 students in the class, this should be recorded as 20 hours spent as an education activity in the ALC. (Do not count college classes held in the ALC.)
Purpose of Visit:	Report the number of soldier visits to the ALC during the reporting period for each type of activity.
Education Activities:	Report the number of visits to the ALC for educational activities. Examples of educational activities include, viewing CLEP video tapes using language or computer lab, using FAST materials when a soldier is not enrolled in a competency program, and secondary and post-secondary computer based instruction. Note: If a soldier signs in the ALC on Monday, views a CLEP tape and then signs again on Wednesday and uses the computer lab, this should be recorded as two education activities.
Training Activities:	Report the number of visits to the ALC for training activities. Training activities is defined as training to support job skill proficiency. Examples of training activities include viewing Training Extension Course (TEC) tapes, reviewing training materials in preparation for the SDT, training instruction, checking out publications, etc. Count the same as Educational Activities.
Costs	
Equipment and Supplies:	Report the P333732 costs associated with any test equipment (non-

ADP) or supplies required for the administration of the test reported in Number of Tests during the reporting period. Report ADP costs in Part VIII, column n.

Contracts: Report service contract costs associated with APT.

Other OMA: Report the total costs associated with APT paid by OMA funds. Note: Other OMA DAC is reported in Part VIII on line 2d.

Other Participation:
Family Members: Report the actual time of all visits in the ALC spent on educational and training activities by family members.

DAC: Report the actual time of all visits in the ALC spent on educational and training activities for DAC.

Other: Report the actual time of all visits in the ALC spent on educational and training activities for Reserve Component soldiers and members of other services.

Total Hours: Report the actual time of all visits rounded to the nearest hour spent in the ALC on educational and training activities.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the DA Form 1821-R Worksheet Command Menu.

5.7.7.23 Part VIII Sec 1 – ACES Personnel and Operations – MACOM.

The purpose of this section is to report data on personnel and operations associated with the management of ACES programs and services. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

Figure 5.7-57. DA Form 1821-R Part VIII Sec 1 (Page 19 of 24)

Management costs are divided into the following categories: Line 1-MACOM level and line 2-installation. The following definitions apply:

Field   Description

Managerial/Supervisory: This includes personnel whose primary function is program administration and management.

Administration/Clerical: This includes personnel whose primary function is administrative support.

Other: This includes all other personnel, e.g., interns.

DAC:	Department of the Army Civilian employees only.
Req:	Report the number of DAC employees shown in the required column of the most recent Table of Distribution Allowances (TDA).
Actual:	Report the number of DAC employees actually assigned to the MACOM/installation as of the last day of the reporting period.
Costs P333732:	Report the total P333732 cost for the DAC employees reported in DAC ACTUAL. Note: If an employee works the first two months of the reporting period, quits and is not reported in DAC ACTUAL, record the costs in DAC COSTS P333732.
OPTEMPO:	Report the total OPTEMPO cost for DAC employees reported in DAC REQ and DAC ACTUAL. Note: If an employee works the first 2 months of the reporting period, resigns and is not reported in DAC ACTUAL, record the costs in DAC COSTS OPTEMPO.
Other OMA:	Report the total personnel cost charged to OMA funds other than P333732 for DAC employees reported in DAC ACTUAL.

<u>LN</u>:

Actual:	Report the number of actual Local National (LN) employees assigned to the MACOM/installation as of the last day of the reporting period.
Costs P333732:	Report the total P333732 cost for the LN employees reported in LN ACTUAL.
Costs OPTEMPO:	Report the total OPTEMPO cost for the LN employees reported in LN ACTUAL.
Costs Other OMA:	Report the total personnel cost charged to OMA funds other than P333732 for the LN employees reported in LN ACTUAL.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.24 Part VIII Sec 1 – ACES Personnel and Operations – MACOM.

The purpose of this section is to report data on personnel and operations associated with the management of ACES programs and services. Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

Figure 5.7-58. DA Form 1821-R Part VIII Sec 1 (Page 20 of 24)

Field	Description
P333732	Pertains to P333732 operations costs.

Operational Costs:

TDY:	Report the total cost incurred to Temporary Duty (TDY) travel and per diem by employees during the reporting period.
Professional Development:	Report the total cost of employee professional development, e.g., conference registration fees, courses tuition benefits paid to employees.
Awards:	Report the total cost for performance awards.
PCS:	Report the total cost associated with PCS moves by employees.
Equipment Supplies:	Report the total cost of equipment and supplies purchased in support of ACES do not include ADP costs. Do not include the cost of equipment and supplies reported elsewhere under a specific program.
ADP:	Report the total cost of all automation efforts in support of all ACES programs, services, and management to include hardware and software.
Other Funds Used in Support of Operations:	Report the total costs associated with TDY, professional development, awards, PCS, equipment and supplies and ADP paid by other than P879732 funds.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the DA Form 1821-R Worksheet Command Menu.

5.7.7.25 Part VIII Sec 2 – ACES Personnel and Operations – AEC/ALC.

The value of items reported in the section are not stored in the EDMIS database.

The purpose of this section is to report data on personnel and operations associated with the management of ACES programs and services. Management costs are divided into the following categories: Line 1-MACOM level and line 2-installation. The following definitions apply:

Managerial/Supervisory:	This includes personnel whose primary function is program administration and management.
Counselor:	This includes all personnel who have as a significant function of their duties the counseling of soldiers. **Note**: This data includes all GS-09 counselors and GS-11 ESS who have counseling duties.
Testing (APT/SDT):	Report personnel whose primary duties are the administration and conduct of APT/SDT. For those personnel who conduct or administer APT/SDT as a portion of their job requirements but have other duties comprising more than 50 percent of their duty time, apply the following rule: List the employee in their primary role under columns a and b. Under costs, separate the portion of P879732 or other OMA funds that represents that portion of salary and benefits associated with the conduct or administration of APT.

Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

```
┌────────────────────────────────────────────────────────┐
│         DA Form 1821-R Part VIII Sec 2 (Page 21 of 24)  │
│         PART VIII - ACES PERSONNEL AND OPERATIONS        │
│                      2. AEC/ALC                          │
│         ------------------ DAC -------------------       │
│                    ------------ COSTS ------------       │
│           REQ   ACTUAL  P333732   OPTEMPO    OTHER OMA   │
│ a. MANAGERIAL/  0     0        0         0          0    │
│    SUPERVISORY                                           │
│ b. COUNSELOR    0     0        0         0          0    │
│ c. TESTING-APT  0     0        0         0          0    │
│                                                          │
│         ------------------ LN -------------------        │
│              ----------- COSTS -----------               │
│           ACTUAL  P333732   OPTEMPO   OTHER OMA          │
│ a. MANAGERIAL/  0        0         0         0           │
│    SUPERVISORY                                           │
│ b. COUNSELOR    0        0         0         0           │
│ c. TESTING-APT  0        0         0         0           │
│         REPORTING PERIOD:  1998/01/01 - 1998/03/31       │
│ F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU │
└────────────────────────────────────────────────────────┘
```

Figure 5.7-59. DA Form 1821-R Part VIII Sec 2 (Page 21 of 24)

Field	Description
Req:	Report the number of DAC employees shown in the required column of the most recent TDA.
Actual:	Report the number of DAC employees actually assigned to the MACOM/Installation as of the last day of the reporting period.
Costs P333732:	Report the total P333732 cost for the DAC employees reported in DAC ACTUAL. Note: If an employee works the first two months of the reporting period, quits and is not reported in DAC ACTUAL, record the costs in DAC COSTS P333732.
Costs OPTEMPO:	Report the total OPTEMPO cost for DAC employees reported in DAC REQ and DAC ACTUAL. Note: If an employee works the first 2 months of the reporting period, resigns and is not reported in DAC ACTUAL, record the costs in DAC COSTS OPTEMPO.
Costs OTHER OMA:	Report the total personnel cost charged to OMA funds other than P333732 for DAC employees reported in DAC ACTUAL.
Actual:	Report the number of actual LN employees assigned to the MACOM/installation as of the last day of the reporting period.
Costs P333732:	Report the total P333732 cost for the LN employees reported in LN ACTUAL.
Costs OPTEMPO:	Report the total OPTEMPO cost for the LN employees reported in LN ACTUAL.
Costs OTHER OMA:	Report the total personnel cost charged to OMA funds other than P333732 for the LN employees reported in LN ACTUAL.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the DA Form 1821-R Worksheet Command Menu.

5.7.7.26 Part VIII Sec 2 – ACES Personnel and Operations – AEC/ALC.

The value of items reported in the section are not stored in the EDMIS database.

Selection of this worksheet from "DA Form 1821-R Worksheet Command Menu" will display the following screen.

```
┌────────────────────────────────────────────────────────────┐
│         DA Form 1821-R Part VIII Sec 2 (Page 22 of 24)        │
│           PART VIII - ACES PERSONNEL AND OPERATIONS           │
│                        2. AEC/ALC                            │
│                                                              │
│         MILITARY -------- P333732 OPERATIONAL COSTS --------  │
│          ACTUAL    TDY      PROF DEV    AWARDS       PCS      │
│  a. MANAGERIAL/    0_       0         0         0         0   │
│     SUPERVISORY                                              │
│  b. COUNSELOR      0        0         0         0         0   │
│  c. TESTING-APT    0        0         0         0         0   │
│                                                              │
│                ------------------- DAC ------------------    │
│                 ----------- COSTS -----------                │
│          REQ    ACTUAL   P879732   OPTEMPO    OTHER OMA      │
│  d. TESTING-OTHER  0      0         0         0         0    │
│  e. ADMIN/CLERICAL 0      0         0         0         0    │
│  f. OTHER          0      0         0         0         0    │
│                                                              │
│        REPORTING PERIOD:  1998/01/01 - 1998/03/31           │
│   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU │
└────────────────────────────────────────────────────────────┘
```

Figure 5.7-60. DA Form 1821-R Part VIII Sec 2 (Page 22 of 24)

Field	Description
Military Actual:	Report the number of military personnel assigned/detailed to the MACOM/installation as of the last day of the reporting period.
Operational Costs:	
TDY:	Report the total cost incurred to TDY travel and per diem by employees during the reporting period.
Professional Development:	Report the total cost of employee professional development e.g., conference registration fees, courses tuition benefits paid to employees.
Awards:	Report the total cost for performance awards.
PCS:	Report the total cost associated with PCS moves by employees.
DAC:	
Req:	Report the number of DAC employees shown in the required column of the most recent TDA.
Actual:	Report the number of DAC employees actually assigned to the MACOM/installation as of the last day of the reporting period.
Costs:	Report the total cost for the DAC employees reported in DAC ACTUAL. Note: If an employee works the first five months of the reporting period, quits and is not reported in DAC ACTUAL, record the costs in DAC COSTS.
OPTEMPO:	Report the total OPTEMPO cost for DAC employees reported in DAC REQ and DAC ACTUAL. Note: If an employee works the first 2 months of the reporting period, resigns and is not reported in DAC ACTUAL, record the costs in DAC COSTS OPTEMPO.
Other OMA:	Report the total personnel cost charged to OMA funds other than P333732 for DAC employees reported in DAC ACTUAL.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu".

5.7.7.27 Part VIII Sec 2 – ACES Personnel and Operations – AEC/ALC.

The value of items reported in the section are not stored in the EDMIS database.

The purpose of this section is to report data on personnel and operations associated with the management of ACES programs and services. Selection of this worksheet from "DA Form 1821-R

Worksheet Command Menu" will display the following screen.

```
╔══════════════════════════════════════════════════════════════╗
║        DA Form 1821-R Part VIII Sec 2 (Page 23 of 24)        ║
║          PART VIII - ACES PERSONNEL AND OPERATIONS           ║
║                       2. AEC/ALC                             ║
║                                                              ║
║                   ----------------- LN -----------------     ║
║                      ------------- COSTS -------------       ║
║                 ACTUAL   P333732    OPTEMPO    OTHER OMA      ║
║   d. TESTING-OTHER   0        0          0           0        ║
║   e. ADMIN/CLERICAL  0        0          0           0        ║
║   f. OTHER           0        0          0           0        ║
║                                                              ║
║              MILITARY -------- P333732 OPERATIONAL COSTS ---- ║
║                 ACTUAL   TDY      PROF DEV    AWARDS      PCS ║
║   d. TESTING-OTHER   0       0         0          0        0  ║
║   e. ADMIN/CLERICAL  0       0         0          0        0  ║
║   f. OTHER           0       0         0          0        0  ║
║                                                              ║
║           REPORTING PERIOD:  1998/01/01 - 1998/03/31         ║
║   F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU ║
╚══════════════════════════════════════════════════════════════╝
```

Figure 5.7-61. DA Form 1821-R Part VIII Sec 2 (Page 23 of 24)

Field	Description
<u>LN</u>:	
Actual:	Report the number of actual LN employees assigned to the MACOM/installation as of the last day of the reporting period.
<u>Costs</u>:	
P333732:	Report the total P333732 cost for the LN employees reported in LN ACTUAL.
OPTEMPO:	Report the total OPTEMPO cost for the LN employees reported in LN ACTUAL.
Other OMA:	Report the total personnel cost charged to OMA funds other than P333732 for the LN employees reported in LN ACTUAL.
<u>Military</u>:	
Actual:	Report the number of military personnel assigned/detailed to the MACOM/installation as of the last day of the reporting period.
<u>P333732 Operational Costs</u>:	
TDY:	Report the total cost incurred to TDY travel and per diem by employees during the reporting period.
Professional Development:	Report the total cost of employee professional development, e.g., conference registration fees, courses tuition benefits paid to employees.
Awards:	Report the total cost for performance awards.
PCS:	Report the total cost associated with PCS moves by employees.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the DA Form 1821-R Worksheet Command Menu.

5.7.7.28 Part VIII Sec 2g – ACES Personnel and Operations – AEC/ALC.

The value of items reported in the section are not stored in the EDMIS database.

The purpose of this section is to report data on personnel and operations associated with the management of ACES programs and services. Selection of this worksheet from "DA Form 1821-R

Worksheet Command Menu" will display the following screen.

```
╔════════════════════════════════════════════════════════════════╗
║      DA Form 1821-R Part VIII Sec 2g Totals (Page 24 of 24)      ║
║                                                                  ║
║              PART VIII - ACES PERSONNEL AND OPERATIONS           ║
║                          2. AEC/ALC                              ║
║                                                                  ║
║                                                    OTHER         ║
║                  P333732 OPERATIONAL COSTS    FUNDS USED IN       ║
║                       EQUIP &                 SUPPORT OF          ║
║                       SUPPLIES      ADP       OPERATIONS          ║
║          g. TOTAL       0            0              0             ║
║                                                                  ║
║                REPORTING PERIOD:  1998/01/01 - 1998/03/31         ║
║  F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE; F7 = COMMAND MENU  ║
╚════════════════════════════════════════════════════════════════╝
```

Figure 5.7-62. DA Form 1821-R Part VIII Sec 2g (Page 24 of 24)

Field	Description
Field	Description
P333732 Operational Costs:	
Equipment Supplies:	Report the total cost of equipment and supplies purchased in support of ACES, do not include ADP costs. Do not include the cost of equipment and supplies reported elsewhere under a specific program.
ADP:	Report the total cost of all automation efforts in support of all ACES programs, services, and management to include hardware and software.
Other Funds used in Support of Operations:	Report the total costs associated with TDY, professional develop-ment, awards, PCS, equipment and supplies and ADP paid by other than P333732 funds.

Press <F3> to go to the next worksheet or <F6> to cancel or <F8/F4> to go to the previous page or <F7> to go to the "DA Form 1821-R Worksheet Command Menu". Pressing <F3> will display the following screen.

```
┌─ DA Form 1821-R Destination Menu ─┐
│ >1. Print 1821-R to laser          │
│  2. Write 1821-R to a DOS file     │
└────────────────────────────────────┘
```

Select option 1 to print to laser or option 2 to write to a DOS file.

5.7.8   EDMIS Unit Table Maintenance.

To review and add/change 'EDMIS Unit Information,' select option #8 from the "EDMIS Initialization/Administration Menu". The system displays the following screen for maintaining the EDMIS Unit Table.

```
┌──── EDMIS Unit Table Maintenance ────┐
│ >1.  Add/Change EDMIS Unit Information│
│  2.  Review EDMIS Unit Information    │
│  3.  Change EDMIS Unit List           │
│ 99.  Return to Master Menu            │
└───────────────────────────────────────┘
```

Figure 5.7-63. EDMIS Unit Table Maintenance

5.7.8.1   Add/Change EDMIS Unit Information.

Select option #1 from the "EDMIS Unit Table Maintenance Menu" to display the following screen.

```
┌─────────────────────────────────────────────────┐
│           EDMIS Local Unit List                 │
│ *** ADD NEW UNIT                                │
│ >000001         CIVILIAN                        │
│  000002         AIR FORCE                       │
│  000003         STUDENT DETACHMENT              │
│  000004         NATIONAL GUARD                  │
│  000005         RESERVES                        │
│  000006         AUSTIN PEAY ROTC                │
│  000007         UNIV TN ROTC                    │
│  000008         FAMILY MEMBER                   │
│  000009         RETIREE                         │
│  000010         DEPT ARMY CIVILIAN              │
│  W0KE10         W0KE USA TRIAL DEFENSE SERVICE  │
│  W0U404         W0U4 LAW ENFORCEMENT COMMAND    │
│  W0U41B         W0U4 AB DET SEP TRANS DET       │
│  W0U4AA         W0U4 USAG FT CAMPBELL           │
│  W0U4U1         W0U4 FT CAMPBELL REPL DET PERM  │
│  W0U4U2         W0U4 FT CAMPBELL REPL DET TRAN  │
│  W18WAA         W18W MEPS KNOXVILLE             │
│                                                 │
│ Highlight your selection and press RETURN       │
└─────────────────────────────────────────────────┘
```

This is a list of EDMIS local units. Highlight the unit for which you wish to change data or highlight "ADD NEW UNIT" to add a new unit. Press <Enter> to display the following screen.

```
┌─────────────────────────────────────────────────┐
│        Add/Change EDMIS Unit Information        │
│              * ADDING RECORD *                  │
│                                                 │
│ UIC: _____  ILIDB Unit Name: _____ │
│                                                 │
│ Local Unit Name: _____ │
│                                                 │
│           Commander              Phone No.      │
│   _____  _____  │
│                                                 │
│            1st SGT               Phone No.      │
│   _____  _____  │
│                                                 │
│           Training NCO           Phone No.      │
│   _____  _____  │
│                                                 │
│ Supporting Learning Center: _  Subordinate Units: _____ │
│              F3 = Save; F6 = Cancel             │
└─────────────────────────────────────────────────┘
```

Figure 5.7-64. Add/Change EDMIS Unit Information

This form will allow you to add or change local unit information for a certain unit. You can add the Unit Processing Code (UPC) and it can be any string of up to 12 alphanumeric characters.

Field	Description
UPC:	This displays the UPC code of the unit selected from the menu. Enter a new UPC if you want to and a new unit.
ILIDB Unit Name:	If this unit is in the ilidb, this field will get populated.
Local Unit Name:	Enter the Local Unit Name. If this field was pre-populated you can now change it.
Commander:	Enter the Commander's full name.
Phone No.:	Enter the Commander's phone number.
1st SGT:	Enter the 1st sergeant's name.
Phone Number:	Enter the 1SG's phone number.
Training NCO:	Enter the name of the Training NCO.
Phone Number:	Enter the Training NCO's phone number.

Supporting Learning Center: Enter the learning center that services this unit or press <F2> for choices. Use this for selection of the 1821 report.

```
┌──────────────────────────────────────┐
│          Learning Centers            │
│  1   LEARNING RESOURCE CENTER        │
│ >2   ARMY EDUCATION CENTER           │
│  5   TESTING                         │
│  6   ADMIN                           │
│  8   BSEP                            │
│  3   T'S LEARNING CENTER             │
└──────────────────────────────────────┘
```

Subordinate Units: Press <F2> for choices to display the Subordinate Associated Units sub-menu. Then press <F2> to mark the units that are subordinate to the unit being entered or changed. Subordinate units will automatically be included in reports when the main unit is selected.

```
┌──────────────────────────────────────────────────┐
│        Subordinate Associated Units              │
│ 000001      CIVILIAN                             │
│ 000002      AIR FORCE                            │
│ 000003      STUDENT DETACHMENT                   │
│ 000004      NATIONAL GUARD                       │
│ 000005      RESERVES                             │
│ 000006      AUSTIN PEAY ROTC                     │
│ 000007      UNIV TN ROTC                         │
│ 000008      FAMILY MEMBER                        │
│ 000009      RETIREE                              │
│ 000010      DEPT ARMY CIVILIAN                   │
│ W0KE10      W0KE USA TRIAL DEFENSE SERVICE       │
│ W0U404      W0U4 LAW ENFORCEMENT COMMAND         │
│ W0U41B      W0U4 AB DET SEP TRANS DET            │
│ W0U4AA      W0U4 USAG FT CAMPBELL                │
│ W0U4U1      W0U4 FT CAMPBELL REPL DET PERM       │
│ W0U4U2      W0U4 FT CAMPBELL REPL DET TRAN       │
│ W18WAA      W18W MEPS KNOXVILLE                  │
│ W18XAA      W18X MEPS MEMPHIS                    │
│                                                  │
│ F2=MARK to select                                │
└──────────────────────────────────────────────────┘
```

Press <F3> to add or update all the information in this form or <F6> to abort all changes made to this form.

5.7.8.2   Review EDMIS Unit Information.

Select option #2 from the "EDMIS Unit Table Maintenance Menu" to review EDMIS Unit Information. This will display the following screen.

```
┌──────────────────────────────────────────────────────┐
│         Review EDMIS Unit Information                │
│                                                      │
│   Reviewing the EDMIS Unit Information may be done to │
│                                                      │
│       1) a printer F8/F1 PRINT or                   │
│       2) the screen by F8/F2 VIEW or                │
│       3) a dos file by F8/F3 DOS.                   │
│                                                      │
│ ┌──────────────────────────────────────────────────┐│
│ │ F8/F1 = PRINT; F8/F2 = VIEW; F8/F3 = DOS; F6 = CANCEL ││
│ └──────────────────────────────────────────────────┘│
└──────────────────────────────────────────────────────┘
```

Figure 5.7-65. Review EDMIS Unit Information

This screen gives three options for presenting the unit information. Selection of one of the options will give the unit information in unit sequence.

5.7.8.3   Change EDMIS Unit List.

Select option #3 from the "EDMIS Unit Table Maintenance Menu" to change EDMIS Unit List. This will display the following screen, which lists all units on the ILIDB and EDMIS list.

```
┌──────────────────────────────────────────────────┐
│      ILIDB and EDMIS Unit Selection List          │
│   000001          CIVILIAN                         │
│ >000002           AIR FORCE                        │
│   000003          STUDENT DETACHMENT               │
│   000004          NATIONAL GUARD                   │
│   000005          RESERVES                         │
│   000006          AUSTIN PEAY ROTC                 │
│   000007          UNIV TN ROTC                     │
│   000008          FAMILY MEMBER                    │
│   000009          RETIREE                          │
│   000010          DEPT ARMY CIVILIAN               │
│   W00AJN          MY UNIT                          │
│   W0E9AA          USA MEP CMD SOUTH CENT           │
│   W0KE10          W0KE USA TRIAL DEFENSE SERVICE   │
│   W0KE1A          USA TRIAL JUDICIARY              │
│   W0U404          W0U4 LAW ENFORCEMENT COMMAND     │
│   W0U41B          W0U4 AB DET SEP TRANS DET        │
│   W0U421          CO B 1ST BN 4TH BDE 76           │
│   W0U424          HQ CO PROV 76 DIV M-AT           │
│                                                    │
│ F2=MARK to select; RETURN to make new local list  │
└──────────────────────────────────────────────────┘
```

Figure 5.7-66. Change EDMIS Unit List

Press <F2> to mark non-highlighted units you wish to add to the EDMIS Local Unit List or to unmark highlighted units you wish to delete from the EDMIS Local Unit List. Press <Enter> to make a new list. This will display the following screen.

```
┌──────────────────────────────────────────────────┐
│                EDMIS Unit List                    │
│ >000002           AIR FORCE                        │
│   W0U4AA          W0U4 USAG FT CAMPBELL            │
│   W0U4U1          W0U4 FT CAMPBELL REPL DET PERM   │
│   W0U4U2          W0U4 FT CAMPBELL REPL DET TRAN   │
│   W18WAA          W18W MEPS KNOXVILLE              │
│   W18XAA          W18X MEPS MEMPHIS                │
│   W18ZAA          W18Z MEPS NASHVILLE              │
│   W1BJAA          W1BJ USA ELE DEF DEPOT MEMPHIS   │
│   W1E0GP          W1E0 SOAR SPEC TNG PLT           │
│   W2L803          W2L8 VET SEC NASHVILLE           │
│   W2L804          W2L8 VET BR MEMPHIS              │
│   W2L805          W2L8 VET SEC MILLINGTON          │
│   W2L812          W2L8 KUHN US ARMY DENTAL CLN     │
│   W2L813          W2L8 US ARMY DENTAL CLN NO 2     │
│   W2L814          W2L8 US ARMY DENTAL CLN NO 3     │
│   W2L815          W2L8 US ARMY DENTAL CLN NO 4     │
│   W2L816          W2L8 US ARMY DENTAL CLN NO 5     │
│   W2L817          W2L8 USA TROOP MED CLN NO 7      │
└──────────────────────────────────────────────────┘
```

Press <Enter> to accept this new unit list or press <F6> to cancel.

5.8   INSTALLATION SPECIFIC APPLICATIONS

These procedures may be defined by the EDMIS administrator to be any valid 'UNIX' shell command. Access to these procedures is controlled by the EDMIS administrator using procedure 'Add/Change EDMIS User'. Selection of this option from the "Master Menu will display the following screen.

```
┌──────────────────────────────────────────────────┐
│ Installation-Specific Applications Menu           │
│ >1. Consolidated Clearance Report                 │
│  2. shell                                          │
│  3. this is a test                                 │
└──────────────────────────────────────────────────┘
```

Figure 5.8-1. Installation-Specific Applications Menu

6   TERMS AND ABBREVIATIONS

Terms	Explanation
Ad hoc	A feature of ISM that permits any user to create special-purpose or customized queries and reports with SQL.
Archive	Stored files that will not be used for some time or saving a "snapshot" of a set of files.
Case-sensitive	Able to distinguish between upper and lower-case letters.
Login Name	The string of characters that identifies each user accounts on the UNIX-based host computer. This same name identifies EDMIS users. (Also called the "user name").
Software Tools	See "Utility Software".
Software Unit	A program, package, module, or any other convenient grouping of code that may be discussed or documented as a unit.
Utilities	Software programs, subroutines, MACROs, facilities, and vendor software separate from the application, used to generate or modify code.
Utility Software	Software programs, subroutines, MACROs, facilities, and vendor software separate from the application, used to generate or modify code.

Abbreviations & Acronyms	Definition
ACEMIS	Army Continuing Education Management Information System
ACES	Army Continuing Education System
ACT	American College Testing
ACT PEP	American College Testing Proficiency Examination Program
ADD	Army Data Dictionary
ADP	Automated Data Processing
AEC	Army Education Center
AER	Army Emergency Relief
AFCT	Armed Forces Classification Test
AGR	Active Guard/Reserve
AIS	Automated Information System
AISM	Automated Information System Manual
AIT	Advanced Individual Training
ALC	Army Learning Center
ANSI	American National Standards Institute
ANSOC	Army Network and Systems Operator Center
APT	Army Personnel Testing
AR	Army Regulations
ASMIS	Army Standard Management Information System
ASCII	American Standard Codes for Information Interchange
BASE	Basic Army Strategic Estimates
BBS	Bulletin Board System
BNCOC	Basic Non-Commissioned Officer Course
BTC	Basic Training Course
CAO	Customer Assistance Office
CC	Configuration Control Manual
CFC	Combined Federal Campaign
CLEP	College Level Examination Program

CMF	Career Management Fields
COBOL	Common Business Oriented Language
CSA	Chief of Staff, US Army
DA	Department of Army
DAC	Department of the Army Civilians
DANTES	Defense Activity for Non-Traditional Education Support
DBA	Database Administrator
DBDD	Database Design Description
DBMS	Database Management System
DCSLOG	Deputy Chief of Staff for Logistics
DCTN	Defense Commercial Telecommunications Network
DISN	Defense Information System Network
DOD	Department of Defense
DOIM	Directorate of Information Management
DOS	Disk Operating System
DPI	Data Processing Installation
DS	Database Specifications
DSN	Defense Switched Network
ECLT	English Comprehension Level Test
ECMIS	Education Center Management Information System
ECP-S	Engineering Change Proposal-Software
EDMIS	Education Management Information System
EM	End User Manual
ESL	English as a Second Language
ESO	Education Services Officer
ESQL	Embedded Structured Query Language
ESS	Education Services Specialist
ETI	Extended Terminal Interface
ETIP	Extended Terminal Interface Prototype
ETS	Expiration of Term of Service
FA	Functional Administrator
FAST	Functional Academic Skills Training
FD	Functional Description
FOUO	For Official Use Only
FP	Functional Proponent
FTS	Federal Telecommunications System
GED	General Educational Development
HSCP	High School Completion Program
IAW	In accordance with
IITS	Installation Information Transport System
ILIDB	Installation Level Integrated Database
IP	Implementation Procedures
IRR	Individual Ready Reserve
ISM	Installation Support Module
ISS	Information Systems Security
ITP	Installation Transition Processing
LAN	Local Area Network
LDTF	Leader Development Task Force
LN	Local National
MACOM	Major Army Command

MAIS	Major Automated Information System
MOS	Military Occupational Specialty
MOSIT	Military Occupational Specialty Improvement Training
NCO	Non-Commissioned Officer
NCOER	Non-Commissioned Officer Education Report
NCOES	Non-Commissioned Officer Education System
NCSA	National Center for Supercomputing Applications
NIC	Network interface card
ODISC4	Office of the Director of Information Systems for Command, Control, Communications, and Computers
OM	Computer Operations Manual
OMA	Operations and Maintenance, Army
OS	Operating System
OSUT	One Station Unit Training
OWC	Officers' Wives Club
PC	Personal Computer
PCS	Permanent Change of Station
POC	Point of Contact
POSIX	Portable Operating System Interface for Computer Environments
PR	Problem Report
PSC	Personnel Service Center
RDBMS	Relational Database Management System
ROTC	Reserve Officer Training Corps
SA	System Administrator
SADB	Subject Area Database
SAFP	Subject Area Functional Proponent
SCOM	Software Center Operator Manual
SD	System Developer
SDC-W	Software Development Center-Washington DC.
SDT	Skill Development Testing
SEP	Secondary Education Program
SIP	Software Installation Plan
SMC	Small Multi-user Computer
SPS	Software Product Specifications
SQL	Structured Query Language
SSP	Security Support Plan
STAMIS	Standard Army Management Information Systems
STARS	Status Tracking and Reporting System
STRAP	Structured Requirements Analysis Planning
SUM	Software User Manual
TA	Tuition Assistance
TABE	Test of Adult Basic Education
TCSEC	Trusted Computer System Evaluation Criteria
TDA	Table of Distribution and Allowances
TDY	Temporary Duty
TEC	Training Extension Course
UNCLAS	Unclassified
UPC	Unit Programming Code
USAISSDC-W	U.S. Army Information Systems Software Development Center - Washington DC.

US-2..Unclassified Sensitive-Two
VDT..Video Display Terminal

7 SAMPLE BACKUP SCRIPT

```
#! /bin/sh
# backup : sample of script to backup the EDMIS ISM
TAPEDEV=/dev/null
# You must change TAPEDEV to the local pathname of a tape drive.
# For example on the AT&T 3B2:  TAPEDEV=/dev/rSA/9track1
# If you don't have a tape drive you can create the archive in a file.
# Set TAPEDEV to the pathname of file, for example "/usr2/edmis.cpio".
# Be sure that you do this on a file system that a) has enough free blocks to contain the entire archive and
# b) is writable by login ID EDMIS.
# Use of "compress" or another adaptive file compression method on the result is highly recommended if possible.
#
# message below can be seriously shortened
#
echo "This backup program is intended is to backup (almost) everything needed to restore EDMIS to operation on
the same/other system in the event of a system failure.  Only the password file and individual user directory files are
not stored.
Restoring is somewhat tricky and complicated since it depends on how the system failure occurred.  If you need
assistance with a restore or think you do please contact someone.  Backup does not restore.
Before running backup, use a text editor to set the value of \"TAPEDEV\" to a value appropriate for your system.
Currently TAPEDEV=\"$TAPEDEV\".
In order to run backup you must
        1)  Login as someone other than a EDMIS user.
        2)  Switch user to login ID \"edmis\".
        su edmis (note: no \"-\" argument to su!)
        3)  Change directory to home directory for EDMIS.
        4)  Insure no ISM users are logged in.  This insures that neither the EDMIS database or the ILIDB are in use.
        5)  if archiving to tape, mount a writable tape.
        6)  run \"backup\". That means type:
        ./backup
Are you ready to continue?  This means that steps 1-5 are complete [Y/N] \c"
read ans
if test -z "$ans"
then
        echo "no backup done"
        exit
elif test "$ans" != "Y"
then
        echo "no backup done"
        exit
fi
#
# First make backups using "dbexport" of the SADB and the ILIDB
DBLIST=" ilidb"
for db in $DBLIST

do
        rm -rf $db.old              # remove old backup
        mv $db.exp $db.old          # make current backup previous
        rm -f dbexport.out          # scratch old transcript file, if any
        dbexport $db -q             # quiet export;
        if test $? -ne 0
        then
                echo "export of $db failed"
                echo "backup not done"
                exit
        fi
        mv dbexport.out $db.exp    # save transcript with export files
done
# create a cpio archive file
```

```
find . -print | sort | cpio -ocv > $TAPEDEV
if test $? -ne 0
then
        echo "cpio $db failed"
        echo "backup not complete"
else
        echo "backup complete"
```